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ABSTRACT

The report contains summaries and materials describing the second year of a Louisiana project to train teachers of reading for illiterate adults. Meeting a major objective, the project increased the number of State colleges and universities offering credit courses in adult education to 10, for a total of 27 courses enrolling 716 local adult education personnel. Project objectives are listed and implementing activities described: conducting a Statewide survey of local education personnel to establish their training needs and experience; establishing a State Adult Education Staff Development Coordinating Council; developing a graduate degree program; involving higher education and local teachers in training institutes, workshops, and conferences; funding 11 tuition-free graduate courses in adult education and encouraging local teachers to enroll in them; continuing the Adult Education Staff Development Specialist position in the State Department of Education and initiating meetings with those in similar positions in other States; establishing a 23-member statewide teacher-training team; and coordinating workshops and institutes in Louisiana and surrounding areas. About four-fifths of the report (130 pages) consists of appended materials and documents pertaining to the year's activities, including budget figures, workshop programs and excerpts, lists of participants, and correspondence. (MDW)

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FEB 27 1975

INTERIM REPORT

OF THE

LOUISIANA ADULT EDUCATION STAFF DEVELOPMENT PROJECT

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FEB 27 1975

INTERIM REPORT

May 1, 1973 - May 31, 1974

of the

LOUISIANA ADULT EDUCATION STAFF DEVELOPMENT PROJECT

Sponsored By

The U.S. Office of Health, Education & Welfare

and

The Louisiana State Department of Education

in cooperation with

The Region VI Adult Education Staff Development Project

University of Texas
Austin, Texas

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PREFACE

The following report is presented as the second year evaluation of the statewide activities of the Louisiana Adult Education Staff Development Project. This program was sponsored jointly by the Louisiana State Department of Education and the U.S. Department of Health, Education and Welfare under P.L. 91-230, Title III, Section "309" in cooperation with the Region VI Adult Basic Education Staff Development Project, University of Texas at Austin.

Submitted by

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As mentioned in the "Interim Report of the First Year of Operation of the Louisiana Adult Education Staff Development Project," all major objectives originally set forth in the first year proposal were accomplished. The second year of operation sought to expand upon the first year's successful activities and initiate some new areas of involvement, as the need for expanding and improving staff development opportunities in the state was still overwhelming.

Need for Training

Of the 804 local adult education personnel surveyed during the first year of operation for the project, 729 had received no formal institutional training. The one-week introductory training program developed at U.S.L. was extremely successful in providing training for 300 of these individuals, but this figure represented less than half the number that still needed training. In addition, a supplementary appropriation by the State Legislature provided additional funds to local school systems to expand their adult training. The number of local adult education personnel was increased during the second year of operation of the project from 804 to 1,007; and 601 (or 59.7%) had received no previous institutional training or college credit in adult education.

Emphasis in Teaching Reading

The additional state funds also placed emphasis upon the illiterate problem in Louisiana by offering incentive funds to local systems that enrolled more illiterate adults and the state survey of personnel indicated that training in the area of teaching reading was the greatest area of need. With this program objective, the need for training adult teachers in teaching reading to the illiterate adult and the expansion of more training opportunities for the increasing number of adult teachers was evident.

Objectives of Project

The involvement of more state colleges and universities to provide additional course offerings in each area of the state to meet this demand, coupled with continued support for the development of a graduate degree program at U.S.L., was imperative. It was recognized that in order to seek more state university involvement and the development of college of education faculty as potential teacher trainees for adult education, greater cooperation and utilization of the staff development expertise within the region must be promoted. Therefore, the major objectives of the second year of operation of the Louisiana Adult Education Staff Development Project were as follows:

1. To continue to support Adult Education graduate course offerings and degree programs in the colleges and universities and create the capability in higher education to produce trained professionals in Adult Education.
2. To make available more training opportunities for Adult Education personnel who have received no previous institute training and to initiate specialized training in teaching the illiterate adult.

3. To develop a source of staff development expertise through the State Department of Education and coordinate staff development activities on a statewide basis.
4. To support regional coordination of all staff development activities conducted in the various states of Region VI.

Specific Activities of Project

In order to accomplish the above-mentioned major objectives for the second year of operation of the Louisiana Adult Education Staff Development Project, several specific activities were indicated in the original project proposal. These projected activities are listed below and under each is a description of those specific activities that were actually implemented during the second year of the project's operation in order to provide criteria by which the project may be evaluated based upon its intended objectives.

Objective 1, Activity a

"Conduct a statewide survey of all local Adult Education personnel to establish training needs and experiences of local adult educators."

Description of Activities Implemented

A statewide survey of local adult education personnel was conducted through utilization of State Department of Education form, DE-504 "Personnel Information Form," which was required to be completed by each local adult educator employed in the program. A copy of this form is enclosed in the appendix on page 28. A total of 1,007 local personnel completed the forms, which were compiled by the state office for use in selecting participants to attend training programs and in determining training needs. Training in

the area of teaching reading to adults was the greatest need evidenced by the survey results; and 60% of the 1,007 respondents had received no formalized training in adult education.

Objective 1, Activity b

"To provide financial assistance through a direct grant from the University of Texas to support two graduate assistantship positions at a higher education institution (s) offering an Adult Education Graduate Degree Program. Local Adult Education personnel interested in enrolling and completing requirements for a graduate degree in adult education will be eligible. Selection of the interns will be accomplished by a committee composed of the Staff Development Specialist, a representative from the institution (s) offering the Degree Program, the State Director of Adult Education, and a representative of local programs. Criteria and requirements for selection will be established by the committee, but applicants must meet the minimum requirements for a graduate assistantship position at the supporting institution."

Description of Activities Implemented

The only major activity projected in the original second year proposal that was not met was "objective 1, activity b," which sought to provide two graduate assistantship positions at a higher education institution offering an adult education graduate degree program. Some of the reasons why this activity was not implemented were as follows:

The amount of each graduate assistantship was only $500 total, which was not enough to encourage a regular adult teacher employed on a full-time basis to participate;

The University of Southwestern Louisiana offered only a minor degree graduate program in Adult Education and not a major degree; and

No local adult education personnel applied for the assistantship on a full-time basis when it was originally offered, due to the above reasons.

Therefore, the $1,000 that was originally budgeted for the assistantships was utilized by USL to offer an additional graduate course at no tuitional cost to those local adult education teachers who enrolled in the course.

Objective 1, Activity c

"To establish a State Adult Education Staff Development Coordinating Council composed of representatives from local adult programs, the adult education staff in the State Department of Education, and colleges and universities engaged or interested in adult education graduate course offerings. The State Coordinating Council will be chaired by the Staff Development Specialist of the State Department of Education and will meet on a regular basis to coordinate and strengthen staff development activities throughout the state."

Description of Activities Implemented

The Louisiana Adult Education Staff Development Coordinating Council was initiated in October, 1973, and met three times during the year. Council meetings were conducted in October, 1973, at the State Department of Education building in Baton Rouge; in December, 1973, at Louisiana Tech University in Ruston; and in March, 1973, at Southeastern Louisiana University in Hammond. Copies of correspondence and program agenda for these meetings are enclosed in the appendix on pages 33-38. The Coordinating Council was composed of one representative from each higher education institution and the project directors of teacher-training programs funded by the state office. Representatives to the council were appointed by the various deans

of the colleges of education upon the request of the Bureau of Adult and Community Education. Eleven state colleges and universities named representatives to the coordinating council and all but one actively participated in the council's activities. A list of the council's membership is enclosed in the appendix on pages 31-32.

Objective 1, Activity d

"To provide a direct grant to the University of Southwestern Louisiana to promote the development of their Graduate Degree Program in Adult Education and extend course offerings to interested participants. The grant would provide support for a full-time secretary and the instructional costs of graduate course offerings during the fall and spring semesters, exempting local adult Education teachers enrolling in those courses from paying tuitional costs to the university."

Description of Activities Implemented

Dr. Rolland Broussard, Associate Professor of Education, was designated as Coordinator of Adult Education by the University of Southwestern Louisiana; and Mrs. Chana Grove, who compiled and typed the final revision of the USL training manual, was employed as the full-time secretary to the USL Adult Education Staff Development Project. Under Dr. Broussard's leadership, the University of Southwestern Louisiana had seventeen (17) local adult education personnel enrolled in the adult education graduate program working toward a minor degree in this field. USL offered six (6) adult education graduate courses - 3 during the fall and 3 in the spring semester - which had a total enrollment of 88. A copy of the courses offered for the minor degree program in adult education at USL is enclosed in the appendix on page 39.

Objective 1, Activity e

"To involve a representative from each interested higher education institution to participate in a three-week institute designed as a comprehensive training course for local Adult Education personnel in teaching reading to the illiterate adult."

Description of Activities Implemented

Southern University in New Orleans was approved for a state teacher-training project to develop the curriculum content for a graduate course in teaching reading to the illiterate adult. Of the twelve state colleges and universities invited to participate in the program, ten sent representatives from their colleges of education to work with five local adult educators in developing the curriculum for the graduate course during a series of summer workshops and short conferences. A list of the personnel involved in the project and a copy of the proposal abstract are included in the appendix on pages 40-42.

Objective 1, Activity f

"To provide a direct grant to each college and university represented at the three-week reading institute in offering a three-hour graduate course in Adult Education during the fall and/or spring semesters in teaching the illiterate adult. The grant would provide support for the instructional costs of the three-hour graduate course offerings during the fall and/or spring semester and exempt local adult education teachers enrolling in those courses from paying tuitional costs to the university."

Description of Activities Implemented

Eleven (11) direct grants of $1,500 each were contracted from the University of Texas Region VI Staff Development Project to ten participating higher education institutions in the state. Each institution offered a three-hour graduate course entitled, "Teaching Reading to the Illiterate Adult," tuition free to local adult education personnel who enrolled. The eleven tuition free graduate courses enrolled 187 local adult education personnel throughout the state, plus eighteen additional students who paid their own tuition. A list of all adult education courses offered by higher education institutions, which includes those supported by a UT grant, is enclosed in the appendix on pages 43-46.

Objective 1, Activity g

"To seek support of all local Adult Education supervisory personnel in encouraging local Adult teachers to enroll in graduate course offerings in their area."

Description of Activities Implemented

All local adult education supervisory personnel were contacted by the state office and by the higher education institution in their area to inform them of training programs and course offerings and encourage attendance of their personnel at the various programs. Local supervisors were required to provide written verification to the sponsoring institution for all local adult personnel enrolled in a tuition free graduate course. A copy of the state-wide memorandum sent to local programs is enclosed in the appendix on pages 47-49.

Objective 2, Activity a

"Conduct an annual state survey of Adult Education personnel to determine training needs and experiences, and to utilize the survey in the screening and selection of participants to attend the training programs."

Description of Activities Implemented

State Department of Education Form, DE-504, "Personnel Information Form," was utilized for the second year, as each local system was required by the state office to submit a form on each employee in the program. Based upon submission of these forms, participants who had not attended a previous training program were extended an invitation to one of the one-week introductory programs at USL. Forms were also utilized to initially screen personnel and determine major areas of concern or special training responsibilities for proper selection personnel responding, 601 (or 59.7%) had received no previous formalized, institutional training or college credit in adult education.

Objective 2, Activity b

"Continuation of the one-week basic introductory training programs for local Adult Education personnel who have not previously attended any formal institutionalized training programs."

Description of Activities Implemented

The University of Southwestern Louisiana was approved for a state teacher-training grant to provide a continuation of the one-week introductory training program for local adult education personnel. The Louisiana Adult Education Staff Development Project Training Manual, A Short-Term Introductory Training Program for Local Adult Education Personnel, was

revised and utilized as the instructional content for the four, one-week workshop programs offered. Letters of invitation were extended to those 601 local adult personnel who, as indicated by the state survey, had not received any formalized adult education training. A total of 269 participants attended the four one-week programs. Copies of the proposal abstract, evaluations of the pre-and post-assessments, and a list of participants are included in the appendix on pages 50-63. A final evaluation report was required by the state office to be submitted by USL and copies may be obtained upon request.

Objective 2, Activity c

"To conduct two one-week planning conferences with a select group of local Adult Education personnel and Adult Education Reading specialists to develop a three-hour graduate course in teaching the illiterate adult."

Description of Activities Implemented

The Southern University in New Orleans Teacher - Training Project, "Curriculum Development in Teaching Reading to the Illiterate Adult," conducted two one-week sessions during the summer - one in June and one in August - and a three-day meeting in July. Five local adult education instructors were selected to work with the ten participating college of education faculty members to develop the content for a three-hour graduate course in teaching reading to the illiterate adult. Copies of the program agenda for the three summer meetings are included in the appendix on pages 64-71.

Objective 2, Activity d

"To assist each college and university involved to offer the three-hour graduate course in teaching the illiterate adult during the fall and spring semesters throughout the state."

Description of Activities Implemented

As mentioned previously, a total of eleven (11) three-hour graduate courses in teaching reading to the illiterate adult was made available, tuition free, to local adult education personnel during the fall and spring semesters. These courses enrolled 187 local adult employees, plus 18 additional students who were not working in adult education. Copies of the course descriptions, individual list of participants, etc., are included in the appendix on pages 75-103. In addition to these graduate course offerings, two adult teacher training grants were funded to provide three-week reading institutes for 45 more adult education teachers during the summer. These state-funded reading institutes were conducted in June, 1973, at Louisiana Tech, which offered training to 25 local adult personnel, and at Southern University in Shreveport, which enrolled 20 local adult instructors. Copies of the proposal abstracts and list of participants are included in the appendix on pages 104-109.

A special demonstration project entitled, "Reach and Teach Illiterates Project," was funded by the State office to the Southern University in Baton Rouge to provide a two-week training program to local, volunteer indigenous community leaders in developing volunteer literacy programs in their local communities. The two-week training program conducted on the Southern University campus in Baton Rouge during August, 1973, trained 54 participants from 43 local school systems to develop volunteer literacy

programs and teach illiterates utilizing the Laubach instructional method and materials. The local volunteer trainees were able to initiate volunteer literacy efforts in cooperation with local adult education programs in 27 school systems, recruiting 258 voluntary tutors who worked with 483 illiterate students. A copy of the proposed abstract and a list of participants are included in the appendix on pages 110-114.

A final evaluation report was required by the state office to be submitted by the grantee institution on each of the above-mentioned, teacher-training projects. Copies of these reports may be obtained from the Bureau of Adult and Community Education upon request, if more detailed information is required.

Objective 2, Activity e

"To promote the development of the minor degree program in Adult Education at U.S.L. and initiate more graduate course offerings to local Adult Education personnel."

Description of Activities Implemented

As mentioned previously, the minor degree program at USL, supported through grants from the Region VI Staff Development Project and the State Department of Education, offered all graduate courses in Adult Education, tuition free, to local adult education personnel. A total of 17 adult educators enrolled in the minor degree program and USL offered six graduate courses during the fall and spring semesters, which had total enrollment of 88. In addition to the 11 course offerings in teaching reading to the illiterate adult, the six graduate courses offered by USL, and the summer institute programs, five other adult education graduate courses were offered by higher education institutions. McNeese State University offered

two additional courses; Southeastern Louisiana University, two; and Nicholls State University, one. A total of ten higher education institutions in the state offered 27 adult education courses for 73 hours' graduate and/or undergraduate credit which were taught by 18 different instructors and enrolled 716 local adult personnel. (See chart in the appendix on pages 43-46.)

Objective 3, Activity a

"Continuation of the Adult Education Staff Development Specialist position in the State Department of Education to coordinate all staff development activities."

Description of Activities Implemented

Mr. Robert W. Boyet continued to serve on a full-time basis in the position of Staff Development Specialist for the Bureau of Adult and Community Education, Louisiana State Department of Education.

Objective 3, Activity b

"To establish a statewide teacher-training team composed of local, experienced Adult Education personnel to provide training for teachers through local or state in-service or pre-service programs."

Description of Activities Implemented

A total of 23 local adult education personnel was selected to serve as the instructional staff for each of the one-week introductory training programs offered during the summer by the University of Southwestern Louisiana. These 23 individuals provided expertise in particular areas of concern and their services were utilized by local programs for in-service and pre-service workshops during the year. A list of these individuals and their areas of expertise is included in the appendix on pages 116-117.

In addition to the utilization of these local trainees, the state adult education staff also provided direct assistance to local training programs. The state staff was also responsible for writing and publishing two Department of Education bulletins - Bulletin Number 1254, An Operational Guide for Local School Systems, and Bulletin Number 1256, Suggestions for Recruitment of Adult Education Students in Louisiana Parishes - both of which were used extensively as the basis for various training programs.

Objective 3, Activity c

"To promote the development of staff development activities for state staff members and local supervisors of Adult Education through the initiation of an annual conference for local and state supervisory personnel."

Description of Activities Implemented

The second annual Louisiana Adult Education Supervisors Conference was conducted in Lafayette, Louisiana, January 30-31, 1974, hosted by the University of Southwestern Louisiana as part of their staff development activities. A total of 56 local adult education administrative personnel, representing 51 of 66 local school systems throughout the state, was in attendance at the programs. A copy of the program and a list of participants are enclosed in the appendix on pages 119-126.

Objective 4, Activity a

"To allow the Staff Development Specialist in the State Department of Education to meet periodically with Staff Development Specialists from other states to coordinate activities."

Description of Activities Implemented

The following is a brief report on those regional meetings and conferences which were attended by the Staff Development Specialist and/or the State Director involving staff development activities:

Region VI Staff Development Conference for Higher Education Personnel, New Orleans, Louisiana, July 24-28, 1973

A complete report of this conference is given in the description of activities for objective 4, activity b.

Region VI Staff Development Meeting, Albuquerque, New Mexico, October 3-5, 1973

Mrs. Laverne P. Knotts, State Director, and Mr. Robert W. Boyet, Staff Development Specialist, Louisiana State Department of Education, met with the respective State Directors and Staff Development Specialists from Region VI at a meeting called by Mr. Bud Lyle, Region VI Project Director, in Alberquerque, New Mexico, October 3-5, 1973. The purpose of the meeting was to discuss the regional coordination of activities for the third year of operation of the Region VI Staff Development Project. In order to submit the third year's regional project, a proposed plan was submitted for discussion by Mr. Lyle, which was altered and revised until agreement was reached concerning regional activities of the program.

Region VI Staff Development Meeting, San Antonio, Texas, April 3-5, 1974

The second Region VI Adult Education Staff Development Project meeting was called by Mr. Buddy Lyle, Project Director, for state directors and staff development specialists in Region VI in San Antonio, Texas, April 3-5, 1974. The meeting was held in conjunction with the statewide Texas Education Agency's Adult Learning Center Conference in San Antonio. State

directors from Region VI and their respective staff development specialists were in attendance along with Mr. George Blassingame, Adult Basic Education Program Officer, Region VI Office of Education, and Mr. Lyle. A number of items were discussed which included the following:

Status reports on the second phase of the staff development project;

Possibility of extending the project's second year of operation through May 31, 1974, instead of April 30, 1974;

Request from each state to submit names, addresses and areas of expertise of those individuals in each state who might serve as potential resource personnel for various teacher-training activities to be conducted during the summer throughout the region;

Requirements for making final reports concerning the 1973-74 staff development project activities; and

Status of third year of operation for the staff development project in regard to funding from the Office of Education; and

Potential teacher-training workshops currently being planned by each state for the summer.

Mr. Lyle also met individually with each state to discuss the status of their regional staff development funds from the University of Texas in order to make any necessary budget revisions. Mr. George Blassingame discussed numerous concerns from the Region VI Office of Education which included regional coordination of activities and dissemination of information, proposed changes in the End-of-the-Year Report forms for the Adult Basic Education Program, and a May meeting planned by the Dallas Office concerning program evaluation.

Arkansas-Louisiana Bi-State Planning Conference, March 27-29, 1974

At the request of Mr. Luther H. Black, State Director of Adult Education, Arkansas, the Staff Development Specialists and State Directors from Louisiana and Arkansas met and discussed the possibility of sponsoring a bi-state conference for higher education personnel to stimulate their involvement in adult education. The planning meeting was held in Hot Springs, Arkansas, March 27-28, 1974 and attended by the following individuals: Mr. Luther H. Black, State Director of Adult Education, Arkansas; Mr. William Keaton, Staff Development Specialist, Arkansas; Mr. Warren Haley, Supervisor of Adult Education, Arkansas; Dr. Hugh L. Mills, Dean, Continuing Education, University of Arkansas; Mrs. Laverne P. Knotts, State Director of Adult Education, Louisiana; and Mr. Robert W. Boyet, Staff Development Specialist, Louisiana.

Initial discussion centered around the mutual problems existing in both states that have handicapped the development of degree programs in the area of adult education. The major problems identified were in the area of establishing administrative support within the institutions of higher education for initiation of adult education programs, the lack of terminal degree personnel in the field of adult education in Louisiana and Arkansas, and the lack of teacher certification in adult education.

It was decided that a three-day conference would be sufficient to provide information and expertise in these three problem areas that could assist higher education personnel in Louisiana and Arkansas in initiating adult education programs. Suggestions for resource personnel to assist in these areas were discussed and a tentative outline of projected areas of content for the program was developed. Mr. Robert W. Boyet and Mr. William Keaton,

Staff Development Specialists, were requested to begin work on a tentative schedule for the conference activities and to initially contact various resource personnel suggested.

Arkansas-Louisiana Bi-State Staff Development Conference for Higher Education Personnel, Hot Springs, Arkansas - April 24-26, 1974

The Louisiana-Arkansas Bi-State Staff Development Conference for Higher Education Personnel was sponsored by the Adult Education Section of the Arkansas State Department of Education and the Bureau of Adult and Community Education of the Louisiana State Department of Education in conjunction with the U.S. Office of Education, Region VI Staff Development Project. The conference was designed and structured to involve representatives of higher education institutions in Arkansas and Louisiana in discussions of three major areas of concern for adult education:

Initiating graduate and undergraduate courses in adult education;

Developing degreed programs and course content in adult education; and

Studying the feasibility of teacher certification for adult education personnel.

A complete report of the conference proceedings, summary of all presentations, participant feed-back, and general evaluation of the conference of Education may be obtained from the respective state departments of education. A total of 16 participants from Louisiana were in attendance, which included nine members of the Coordinating Council from higher education institutions, four local adult education practitioners, and three state staff members. A copy of the program agenda and list of Louisiana participants are enclosed.

Arkansas-Louisiana Bi-State Evaluation Meeting, Bossier City, Louisiana, June 20-21, 1974.

A meeting between higher education and state department personnel representing Arkansas and Louisiana was conducted in Bossier City, Louisiana, June 20-21, 1974 to compile an evaluation of the Bi-State Staff Development Conference for Higher Education Personnel conducted at Hot Springs, Arkansas, April 24-26, 1974. As a result of the success of the initial Bi-State Conference and based upon recommendations that resulted from that meeting, it was decided that another Bi-State Conference should be conducted in cooperation with the Region VI Staff Development Project for the following year in order to address itself specifically to the question of teacher certification in adult education. Tentative agreements were made concerning the projected agenda for the program, location, resource personnel, consultants, participants, etc. The respective staff development specialists from each state were once again to coordinate the implementation of the Bi-State program. Those individuals from Louisiana in attendance at the meeting were Robert W. Boyet, Staff Development Specialist; Laverne P. Knotts, State Director; Dr. Rolland Broussard, University of Southwestern; Marie A. Meno, State Supervisor of Adult Education; and Dr. Don Nelson, Louisiana Tech University.

Correctional Education Conference, Huntsville, Texas, October 14-17, 1973.

Mrs. LaVerne P. Knotts, State Director of Adult Education, attended a conference on adult education in correctional institutions sponsored by the Windham School District, Texas Department of Corrections and the Institute of Contemporary Corrections and Behavioral Science at Sam Houston State University, in Huntsville, Texas, October 14-17, 1973. Invitations to attend

the program were extended to each state director in Region VI by Mr. Chris Tracy, Conference Director, through Mr. Buddy Lyle, Project Director of the Region VI Staff Development Project.

The major focus of the programs dealt with "Programs, Personnel and Accountability in Correctional Education," and included sessions on adult performance level, performance-based curriculum, coping skills, follow-up, post-release educational obligations, etc.

Regional Study Group Meeting on Evaluation, Dallas, Texas, May 8-10, 1974.

Mr. M. A. Browning, Director of Adult and Occupational Education, Region VI Office of Education, extended two invitations-one representing the State Department of Adult Education and one representing the local school district-to attend the three-day conference on educational evaluation sponsored by the Region VI Office of Education in Dallas, Texas, May 8-10, 1974. Mr. C. C. Couvillion, Consultant, Bureau of Adult and Community Education, and Mr. Clay Brock, Director of Adult Education, Bossier Parish School Board, represented Louisiana at the meeting.

The purpose of the conference was to explore methods and techniques of educational evaluation; to examine and exchange materials dealing with evaluation; to consider the development and utilization of evaluative instruments to assess the quality and effectiveness of programs administered by the Bureau of Occupational and Adult Education. Emphasis was given to accountability, cost effectiveness, performance, and impact of bureau programs.

Objective 4, Activity b

"To participate in a five-day regional workshop program for State Department of Education staff and higher education personnel."

Description of Activities Implemented

The Region VI Staff Development Conference for State Department and Education Personnel was conducted at the Monteleone Hotel in New Orleans, July 24-28, and was the first major regional activity of the second year of operation of the Staff Development Project. The purpose of the conference was to initiate greater cooperation among state department of education staffs and higher education personnel throughout the region in the development of programs to meet training needs of adult education personnel. The program was designed to allow each state in Region VI the opportunity to share resource personnel and program accomplishments with the other states in respect to training needs in the areas of learning centers, reading programs, accountability, recruitment, program philosophy, retention, role of higher education, research, program development, publication, materials, and curriculum.

In Louisiana, letters of invitation to attend the program were mailed from the State Director of Adult Education to each state staff member, a representative from the college of education of each higher education institution in the state, and a few local adult education personnel representing innovative programs. The following is a list of the Louisiana individuals who attended the program: 1) Mrs. LaVerne P. Knotts, State Department; 2) Mr. Robert W. Boyet, State Department; 3) Mrs. Marie A. Meno, State Department; 4) Mr. Glenn Meredith, State Department; 5) Mr. C. C. Couvillion, State Department; 6) Dr. Rolland L. Broussard, University of Southwestern Louisiana; 7) Dr. JoAnn Dauzat, Grambling College; 8) Dr. Sam Dauzat, Louisiana Tech University; 9) Dr. Sam Gilliam, Southern University-Shreveport; 10) Dr. Dorthy Hawkins, Southern University-New Orleans;

11) Dr. Stanley LeJeune, McNeese State University; 12) Dr. Don Nelson, Louisiana Tech University; 13) Mrs. Alice B. Smith, Grambling College; 14) Dr. T. T. Williams, Southern University-Baton Rouge; 15) Mr. Robert Arceneaux, Lafayette Parish; 16) Mr. Charles Bonvillian, Lafayette Parish; 17) Miss Bettye S. Johnson, Jeff Davis Parish; 18) Walter C. Wright, Orleans Parish; 19) Charles Kilbert, Orleans Parish.

Objective 4, Activity c

"To coordinate all workshops and institute activities with the various states in Region VI."

Description of Activities Implemented

Through the various Region VI staff development meetings conducted throughout the year, the staff development specialists and state directors of the five states of Region VI were able to coordinate the various staff development activities initiated in the region. The staff development specialist from Louisiana supplied each state office in Region VI with a memorandum describing all staff development activities from summer workshop programs in Louisiana. A copy of this memorandum is enclosed in the appendix on pages 47-49.

Objective 4, Activity d

"To allow representatives from each state in Region VI to attend Louisiana training programs and to send personnel from Louisiana to other state training activities."

Description of Activities Implemented

As agreed upon by the State Directors in Region VI, each state in the region left several slots open in their state workshops or institutes for the participation of individuals from other states. A copy of the memorandum is enclosed in the appendix on pages 47-49.

As Louisiana was offered no training programs in teaching English as a second language, three Louisiana participants were sent to out-of-state workshops conducted in this area of concern - one attended an ESL workshop sponsored by the State of New Mexico in Albuquerque and two adult teachers of Spanish-speaking students from Orleans Parish in New Orleans attended a TESOL workshop sponsored by the University of Wisconsin. In addition, Louisiana had nine higher education personnel, four local adult education practitioners and three state staff members attending the Arkansas-Louisiana Bi-State Staff Development Conference for Higher Education Personnel conducted in Hot Springs, Arkansas, April 24-26, 1974.

Objective 4, Activity e

"To participate in the Regional Coordinating Council composed of the State Staff Development Specialist and select representatives from college and university personnel involved in Adult Education training activities."

Description of Activities Implemented

Although the Regional Coordinating Council was not officially formed as intended, the existing regional advisory council, made up of the five state directors of adult education, met with the staff development specialists from representatives in attendance at the various regional meetings.

In Louisiana the State Adult Education Staff Development Coordinating Council, which was composed of 10 representatives of higher education institutions and the project directors of five state funded teacher-training projects, was directly involved in regional staff development activities and the entire council attended the Bi-State Conference for Higher Education Personnel. In addition, resource personnel from other states in the region were invited to attend various meetings of the Louisiana Coordinating Council - Dr. Don Seaman, Head, Department of Adult Education, Texas A & M University; Dr. Richard Ethridge, Head, Department of Adult Education, Mississippi State University; Mr, Bill Keaton, Staff Development Specialist, Arkansas State Department of Education; Mr. Buddy Lyle, Director, Region VI Staff Development Project, University of Texas; Mr. George Blassingame, Region VI Adult Basic Education Program Officer, U.S. Office of Education; etc.

Budget Summary

Enclosed in the appendix are copies of various final expenditure reports submitted by higher education institutions which received state funding for staff development projects and the $1,500 grants from the University of Texas to support the three-hour course offerings in "Teaching Reading to the Illiterate Adult." The summary sheets included on pages 136-143 are given to substantiate the $180,760.76 of state contributions to higher education institutions for support of the second year of operation of the Louisiana Adult Education Staff Development Project. An additional $14,000 of state funds was utilized to pay the salary of the Staff Development Specialist in the State Department of Education and $13,983.72 was expended by local programs to support in-service and pre-service workshops on the local level. A copy of the local expenditures

by parish program is included in the appendix on page 141. Therefore, total state contributions for support of the second year of operation of the Staff Development Project were $708,744.48.

As indicated by the financial expenditure reports enclosed in the appendix on pages 144-159, federal 309 funds from the University of Texas Region VI Staff Development Project were utilized to support the three-hour course offerings in "Teaching Reading to the Illiterate Adult," the development of the Adult Education Degree Program at USL, travel expenses for the members of the Louisiana Adult Education Staff Devleopment Coordinating Council, and Louisiana personnel's participation in regional activities. The total amount of federal funds expended for support of staff development activities was $31,591.09. Total funds used for support of the second year of operation of the Louisiana Adult Education Staff Development Project were $239,335.57. (See page 135 in the appendix.)

Summary of Project Activities

The second year of operation of the Louisiana Adult Education Staff Development Project produced a tremendous growth in the participation of higher education institutions in offering credit courses in adult education. Prior to the initiation of the Region VI Staff Development Project, only two higher education institutions offered credit courses in adult education and they offered only two, three-hour courses per year.

The first year of operation of the Louisiana Staff Development Project was successful in interesting only three universities to offer adult education courses, as its major objective was to provide a one-week basic training program to individuals who had received no previous institute training. As indicated on page 13 of this report, the second year witnessed a total of ten

higher education institutions offering 27 different courses for 73 hours credit, taught by 18 different instructors and enrolling 716 local adult education personnel. Credit for this expansion of course offerings may be attributed directly to the utilization of regional funds to support the majority of these courses, which allowed them to be provided on a tuition free basis to local adult personnel. Another major factor which should be cited for this expansion is the initiation of the Adult Education Coordinating Council, which was extremely effective in coordinating and communicating staff development activities throughout the state. It provided the basis for the controlled growth of staff development activities in the state.

The support given to the development of the Minor Degree Program in Adult Education at USL was also justified by the fact that the program currently has 17 local adult education personnel actively seeking completion of their minor degree programs in adult education. Continuation of the one-week basic training programs at USL also met with excellent results in that training was provided to an additional 269 adult educators who had not previously attended a formal institutionalized training program.

As indicated in the report, many of the intended activities or objectives were implemented to much greater degree than anticipated, while others were simply met. It must be noted, however, that as a result of the Region VI Staff Development Project, Louisiana's higher education institutions are now actively engaged in adult education training, where such activities were non-existent before. Institutions are now openly committing their college of education faculties to provide training in the area of adult education to the over 1,000 local adult education personnel currently employed in the State of Louisiana.

APPENDIX

Success of the second year's project has also created some new areas of concern, coupled with some old ones, that must be taken into account in implementing the third year of operation for the Staff Development Project. Some of these concerns are as follows:

The initiation of adult education teacher certification requirements in an effort to assist higher education institution course offerings to become self-supporting;

The coordination of teacher training programs with the needs of the operational program on the local level in reference to program priorities and personnel; and

Recognition of adult education as a specialized field of endeavor requiring specialized competencies, skills and training programs.

STATE OF LOUISIANA
DEPARTMENT OF EDUCATION
ADULT EDUCATION SECTION

DE 504 — **PERSONNEL INFORMATION FORM**[1] — FISCAL YEAR

NAME OF PARISH OR CITY SCHOOL SYSTEM				YOUR NAME		
NAME OF SCHOOL WHERE ADULT EDUCATION CLASS IS HELD				YOUR ADDRESS		
DATE OF BIRTH	AGE	SEX	RACE	HOME PHONE	OFFICE PHONE	SOCIAL SECURITY NUMBER

MARITAL STATUS	ADULT EDUCATION STATUS	FULL TIME OCCUPATION
☐ MARRIED ☐ SINGLE ☐ DIVORCED ☐ WIDOWED	☐ FULL TIME ☐ PART TIME	

COLLEGE DEGREES HELD

COLLEGE OR UNIVERSITY ATTENDED	DATES	DEGREE	MAJOR SUBJECT	MINOR SUBJEC

ADULT EDUCATION EXPERIENCE[2]

EMPLOYER AND LOCATION	POSITION	DATES	TYPE OF CLASS AND PROG

ADULT EDUCATION TRAINING[3]

SPONSORING AGENCY OR INSTITUTION	LENGTH AND TYPE OF TRAINING PROGRAM	CREDIT RECEIVED OR HOURS ATTENDED

ADULT EDUCATION SPECIALTY

LIST YOUR AREA(S) OF SPECIALTY IN ADULT EDUCATION: (MATH, READING, SUPERVISION, TEACHER-TRAINING, ETC.)

INDICATE GRADE LEVEL(S) OF INSTRUCTION IN WHICH YOU SPECIALIZE:

☐ LEVEL 0-3 ☐ LEVEL 4-6 ☐ LEVEL 7-8 ☐ LEVEL 9-12 ☐ COMBINATION

BRIEFLY INDICATE YOUR MAJOR AREA(S) OF NEED OR SPECIAL PROBLEM(S) YOU WOULD LIKE TO RECEIVE TRAINING IN:

INSTRUCTIONS

1. Please fill in all information requested. For questions that do not apply, indicate with "none" or "does not apply."
2. Indicate position as teacher, paraprofessional, supervisor, co-ordinator, principal, teacher-trainer, consultant, etc. If position was instructional, indicate grade level and type of class. For other positions, indicate nature of duties and type of program (ABE, win, 252, etc.).
3. List any state, regional, or national workshops or institutes attended and any adult education graduate courses taken by course number, number hours credit received, length of program and name of sponsoring college or university. Write "none" for those programs attended in which no credit was received. You need list local parish in-service or pre-service workshops but one time with the total hours attended. Example - Jefferson Parish School Board - 6 three hour workshops-total hours.

STATE OF LOUISIANA
DEPARTMENT OF EDUCATION
LOUIS J. MICHOT
STATE SUPERINTENDENT
BATON ROUGE 70804

(Correspondence to deans of the schools of education concerning the initiation of the Louisiana Adult Education Staff Development Coordinating Council)

The Adult Education Bureau of the State Department of Education would like to express our appreciation to you for allowing a member of your staff to serve as a member of the Adult Education Curriculum Development Project conducted by Southern University in New Orleans this past summer. We are anticipating excellent results from the graduate or undergraduate course, Teaching Reading to the Illiterate Adult, to be offered by your institution this fall or spring.

As was indicated in our original correspondence to your office, the Southern-New Orleans Project represents one of the many staff development activities currently being initiated in the area of adult education. In order to extend the successful coordination of staff development activities and increase involvement of our state colleges and universities in training opportunities, the Adult Education Bureau is initiating a statewide Adult Education Staff Development Coordinating Council. This council shall be composed of a representative from each college and university in the state interested in offering adult education training opportunities to local personnel and will meet on a regular basis to assist the Adult Education Staff Development Specialist from the State Department of Education in the coordination and planning of teacher training programs.

The initial meeting of this council will be held Tuesday, October 23, at 9:00 A.M. in the 4th floor conference room of the State Department of Education Building in Baton Rouge. We would like to request that your school be represented at this meeting by allowing a member of your staff to attend.

Please be advised that travel expenses for your representative will be paid by the Region VI Staff Development Project through the University of Texas on the basis of $25.00 per day per diem and round trip travel mileage at the rate of 12¢ a mile.

Thank you once again for your continued cooperation and support for Staff Development activities in the area of adult education.

Sincerely,

RWB:vrw

Robert W. Boyet
29 Staff Development Specialist

STATE OF LOUISIANA
DEPARTMENT OF EDUCATION
LOUIS J. MICHOT
STATE SUPERINTENDENT
BATON ROUGE 70804

November 21, 1973

(Correspondence to deans of schools of education who did not participate in Southern University-New Orleans Project)

The Adult Education Bureau of the Louisiana State Department of Education is initiating a Staff Development Coordinating Council to be composed of representatives from those colleges and universities in the state interested in providing course offerings in the field of Adult Education.

Although your institution did not choose to be represented as part of the Adult Education Curriculum Development Project sponsored by Southern University in New Orleans this past summer, the Adult Education Bureau would once again like to extend an invitation to your school to send a representative to participate on the State Coordinating Council.

The Louisiana Adult Education Staff Development Coordinating Council shall be composed of a representative from each college and university in the state interested in offering Adult Education training opportunities to local personnel and will meet on a regular basis to assist the Adult Education Staff Development Specialist from the State Department of Education in the coordination and planning of teacher-training activities. The next meeting of this council will be held Wednesday, Thursday, and Friday, December 5, 6 and 7, 1973, in Ruston, Louisiana, hosted by Louisiana Tech University. If your institution would like to participate, please submit the name of your representative to our office in writing, in order that we might contact him as soon as possible concerning his attendance at the Ruston meeting.

Please be advised that travel expenses for your representative will be paid by the Staff Development Project.

Thank you for your time and interest in this matter.

Sincerely,

RWB:vrw

Robert W. Boyet
Staff Development Specialist

LOUISIANA ADULT EDUCATION

STAFF DEVELOPMENT COORDINATING COUNCIL

1973-74

Higher Education Representatives:

Mrs. Ruby B. Ball
Associate Professor
College of Education
Northeast Louisiana University
Monroe, LA 71202

Dr. Rolland L. Broussard
Associate Professor
College of Education
University of Southwestern Louisiana
Lafayette, LA 70501

Dr. Raymond Gilbert
College of Education
Dept. Curriculum & Instruction
Northwestern State University
Natchitoches, LA 71457

Dr. Gene P. McDonald
Associate Professor
College of Education
Southeastern Louisiana University

Mrs. Alice B. Smith
Associate Professor
Teacher Education
Grambling College
Grambling, LA 71245

Mrs. Celestine C. Graves
Associate Professor
College of Education
Southern University in New Orleans
New Orleans, LA 70126

Dr. A. D. Walker
Associate Professor
College of Education
Southern University
Baton Rouge, LA 70813

Mrs. Selcy S. Collins
Associate Professor
College of Education
Southern University-Shreveport
Shreveport, LA 71107

Dr. Donald Nelson
Area Coordinator
Teacher Education
Louisiana Tech University
Ruston, LA 71270

Dr. James D. Hobbs, Head
Department of Administration
and Supervision
School of Education
McNeese State University
Lake Charles, LA 70601

Dr. Edwin R. Stumpf, Jr.
Professor of Education
University of New Orleans
New Orleans, LA 70122

Dr. Jerry W. Andrews
Assistant Dean
College of Education
Louisiana State University
Baton Rouge, LA 70803

LOUISIANA ADULT EDUCATION

STAFF DEVELOPMENT COORDINATING COUNCIL

1973-74

Teacher-Training Project Directors:

Mr. Louis B. Roth, Project Director
USL Adult Education Staff Development Project
University College
Lafayette, LA 70501

Dr. Sam Dauzat, Project Director
Reading Institute for Adult Education Teachers
Louisiana Tech University
Ruston, LA 71270

Mrs. Selcy S. Collins, Project Director
Adult Education Teacher-Training Program
Southern University-Shreveport
3050 Cooper Road
Shreveport, LA 71107

Mr. George W. Parker, Project Director
Southern University Project in Teaching
Reading to the Illiterate Adult
Southern University in New Orleans
6400 Press Drive
New Orleans, LA 70126

Mr. Earl T. Taylor, Project Director
Reach and Teach Illiterates Project
Southern University
Southern Branch Post Office Box 9397
Baton Rouge, LA 70813

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AGENDA

Louisiana Adult Education Staff Development Council

October 23, 1973

9:00 A.M.	WELCOME - Dean Jesse N. Stone, Jr. Introduction of Council Members and Guests
9:15 A.M.	Orientation and Purpose of Adult Education Staff Development Coordinating Council - Robert W. Boyet
9:30 A.M.	Reports on Summer Training Programs: USL Southern University (Bossier-Shreveport) Louisiana Tech Southern University - Baton Rouge Southern University - New Orleans
11:00 A.M.	Report of Regional Staff Development Activities from the University of Texas - Earl L. Hammett
12:00 Noon	LUNCH
1:00 P.M.	Projections for Third Year of Staff Development Program - Robert W. Boyet
3:30 P.M.	Adjourn

STATE OF LOUISIANA
DEPARTMENT OF EDUCATION
LOUIS J. MICHOT
STATE SUPERINTENDENT
P. O. BOX 44064
BATON ROUGE, LOUISIANA 70804

November 26, 1973

TO: Staff Development Coordinating Council and Adult Education Teacher-Training Project Directors

FROM: Robert W. Boyet, Staff Development Specialist

SUBJECT: Coordinating Council Meeting

The second meeting of the Louisiana Adult Education Staff Development Coordinating Council will be held December 5-7 and hosted by Louisiana Tech University in Ruston, Louisiana. I have enclosed a tentative agenda for the meeting and anticipate your attendance at what should be a highly informative and meaningful program.

Please be advised that Dr. Don Nelson of Louisiana Tech has made reservations for all council members at the Holiday Inn in Ruston. In the event that you plan to travel by plane, please inform my office or Dr. Nelson and we will make arrangements to provide transportation from the Monroe airport to Ruston.

If you will not be able to attend, or if you plan to arrive late in the meeting, please inform my office or Dr. Nelson. Your expenses will be paid by Louisiana Adult Education Staff Development Project funds from the University of Texas at the rate of 10 cents per mile for round trip mileage and $25.00 a day per diem.

Thank you for your continued support and interest in the program of Adult Education in Louisiana.

RWB:met

TENTATIVE AGENDA

Louisiana Adult Education Staff Development Council

December 5-7, 1973

Louisiana Tech University

Ruston, Louisiana

Wednesday, December 5, 1973 — Wylie Tower - Room 244

2:00 P.M. "Welcome" - Dr. F. J. Taylor, President
Louisiana Tech University

"Greetings" - Dr. B. J. Collinsworth, Dean
College of Education
Louisiana Tech University

2:10 P.M. "Introduction of Council Members and Guests"
Robert W. Boyet
Staff Development Specialist
Louisiana State Department of Education

2:20 P.M. "The Concept of Performanced Based Education (PBE) for Local Adult Education Programs"
Dr. Don Seaman, Head
Department of Adult Education
Texas A&M University

3:15 P.M. Break

3:30 P.M. "Question and Answer Session"

4:00 P.M. Adjourn

Thursday, December 6, 1973 — Wylie Tower - Room 244

9:00 A.M. "Developing Practical Curriculum Content for College Courses in Adult Education"
Dr. Richard A. Ethenridge, Head
Department of Adult Education
Mississippi State University

10:30 A.M. Break

10:45 A.M. "Question and Answer Session"

12:00 Noon Lunch

1:30 P.M. "Status of Region VI Staff Development Project"
Mr. Bud Lyle, Director
Mr. Earl Hammett, Associate Director
Region VI Staff Development Project
University of Texas

2:15 P.M. "Report on SUNO Project and Reading Courses"

3:00 P.M. Break

3:15 P.M. "General Discussion of Staff Development Activities"

4:00 P.M. Adjourn

Friday, December 7, 1973 — Wylie Tower - Room 244

9:00 A.M. "Implementing Individual Prescribed Instruction (IPI) in Local Adult Education Programs"
Ted Shillings
Supervisor of Adult Education
East Baton Rouge Parish

"Question and Answer Session"

10:15 A.M. Break

10:30 A.M. "Summary of Activities"
Robert W. Boyet

11:00 A.M. Adjourn

STATE OF LOUISIANA
DEPARTMENT OF EDUCATION
LOUIS J. MICHOT
STATE SUPERINTENDENT
P. O. BOX 44064
BATON ROUGE, LOUISIANA 70804

February 6, 1974

MEMORANDUM

TO: Adult Education Staff Development Coordinating Council Members and Teacher-Training Project Directors

FROM: Robert Boyet, Staff Development Specialist

SUBJECT: Coordinating Council Meeting

The third meeting of the Louisiana Adult Education Staff Development Coordinating Council will be held on February 28 and March 1, in Hammond, Louisiana, hosted by Southeastern Louisiana University.

As a result of our last meeting, many questions arose that the council members indicated they would like to discuss in greater detail. Therefore, no formal program is anticipated, but the meeting shall be concerned with the following issues:

1. Development of a position paper concerning the role of higher education in adult education.
2. Development of some specific "strategies" for the Coordinating Council.
3. Discussion of projected Teacher-Training Programs in Adult Education for the summer.
4. Selection of a member of the Coordinating Council to serve as chairman.
5. Projections for the implementation of certification requirements for adult education personnel.
6. Distribution of Adult Education Career Curriculum Guide.

In addition, our office is requesting from each University currently offering the course, "Teaching Reading to the Illiterate Adult," to bring the following information to the meeting:

1. A list of all individuals currently enrolled in the course by name, address, adult education position, and parish employed.

2. A brief summary or outline of scheduled activities for the class.

3. Time, day(s), and location of class meetings and name of instructor.

Please contact my office (504 - 389-5806) as soon as possible and indicate if you will be able to attend the meeting, your estimated time of arrival, and any travel arrangements needed.

Dr. Gene McDonald of Southeastern will make necessary reservations for you at the Holiday Inn in Hammond. Your expenses will be paid by the Louisiana Adult Education Staff Development Project funds from the University of Texas at the rate of 10¢ a mile for round trip mileage and $25.00 a day per diem.

Thank you for your continued support and interest in the program of adult education.

RWB:met

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THE UNIVERSITY OF SOUTHWESTERN LOUISIANA
ANNOUNCES
MINOR PROGRAMS IN ADULT EDUCATION

ffered by the College of Education for persons in Master's or Specialist's programs. Non-degree individuals may also pursue rofessional preparation in adult education as unclassified students in the Graduate School.

Master of Arts
Master of Education
Educational Specialist

Administration and Supervision,
Secondary Education, or
Elementary Education Majors

Adult Education
Minor

The programs of Master of Education, Master of Arts, and Educational Specialist with a major in Administration and upervision, Secondary Education, Elementary Education, and a minor in Adult Education are designed for persons teaching dults or prospective teachers of adults. While the work is planned to be part of advanced degree programs it is recognized that ertain individuals may have training needs which are not related to the pursuit of an advanced degree. These persons may ursue their needs as unclassified graduate students.

The Adult Education Program prepares teachers for either basic or continuing educational programs. The program caters to eachers who are working or desire to work with adults in

Armed Forces
Business and Industry
Community Colleges
Cooperative Extension Service
Correctional Institutions
Hospitals
Labor Organizations
Manpower Development Training
Public Health
Public Libraries
Public Schools
Religious Institutions
University Extension Divisions
Vocational-Technical Schools
Volunteer Agencies
Welfare Agencies

and other related Governmental
and Non-Governmental Agencies

Courses offered are

Basic Program

ADED 470G
Introduction to Adult and Continuing Education
ADED 475G
Methods and Materials in Adult Education
PSYC 505
Adult Learning
ADED 575
Practicum in Adult Education

Advanced Program

ADED 570
Special Problems in Adult Education
READ 530
Teaching Reading to Adult Illiterates
ADED 580
Teaching Disadvantaged Adults
SOCI 404G
Sociology of Education

LOUISIANA STATE DEPARTMENT OF EDUCATION
P. O. BOX 44064
BATON ROUGE, LOUISIANA 70804

DE FORM 514-B

DATE SUBMITTED

TEACHER TRAINING PROJECT
ADULT EDUCATION PROGRAM
PROPOSAL ABSTRACT

1. FULL TITLE OF PROJECT *(Title should not exceed 100 typewritten characters)*
Southern University In New Orleans Adult Education Development Project in Teaching Reading to the Illiterate Adult

2. NAME OF APPLICANT
Southern University In New Orleans

ADDRESS *(Number, street, city, parish, State, ZIP code)*
6400 Press Drive
New Orleans, Louisiana 70126

PHONE NUMBER
(504) 282-4401
Ext. 271

3. NAME OF PROJECT DIRECTOR
Mr. George W. Parker

4. DURATION OF PROJECT	5. NUMBER OF			6. TYPE OF PERSONNEL TRAINING OFFERED
FROM	MONTHS	WEEKS	DAYS	Training in the teaching of Reading to Illiterate Adults
June 1, 1973				
TO				7. NUMBER OF PARTICIPANTS
May 31, 1974	12	52	365	221

8. Provide a single spaced statement *(not to exceed 250 words, and not to exceed remaining space on this page)* summarizing the proposed project and its rationale, its special or unique feature, and the reasons why it is worthy of support.

A major objective of the Louisiana Adult Education Staff Development Project is to provide training for instructional personnel in the teaching of reading to illiterate adults. Louisiana's need in this area is recognized by all educators including Superintendent of Education, Louis J Michot. Training in the specialized area of teaching the illiterate Adult has not been provided on a wide enough scale for all local adult education instructional personnel.

The intent of this project is to develop a practical and quality training program for local adult education personnel in teaching reading to the illiterate adult. It will also seek to interest state colleges and universities in Louisiana in offering adult education training programs and to involve them in the development and promotion of a graduate and/or undergraduate reading curriculum for teaching reading to the illiterate adult, thereby making accredited training in this area more accessible to local adult education personnel.

Representatives from state colleges will meet to develop the course curriculum. Said course will then be implemented on the various campuses involved. A grant will be provided by the University of Texas as part of Region VI AE Staff Development Project to each state institution to pay for instructional costs of the course offerings. Local personnel enrolled in this course would do so at no tuition charge.

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LIST OF PARTICIPANTS FOR
SOUTHERN UNIVERSITY, NEW ORLEANS
ADULT EDUCATION CURRICULUM DEVELOPMENT PROJECT
IN
TEACHING READING TO THE ILLITERATE ADULT

Higher Education Representatives:

Mrs. Ruby B. Ball
Associate Professor
Northeast Louisiana University
Monroe, LA 71201

Dr. Earl T. Banister
Associate Professor
Nicholls State University
Tibodaux, LA 70301

Dr. Rolland L. Broussard
Associate Professor
University of Southwestern Louisiana
Lafayette, LA 70501

Mrs. Selcy S. Collins
Associate Professor
Southern University - Shreveport
Shreveport, LA 71107

Dr. Ronald L. Dubois
Associate Professor
Northwestern State University
Natchitoches, LA 71457

Dr. Stanley J. LeJeune, Head
Department of Elementary Education
McNeese State University
Lake Charles, LA 70601

Mr. Gene P. McDonald
Associate Professor of Education
Southeastern Louisiana University
Hammond, LA 70401

Mr. Donald A. Nelson
Area Coordinator, Teacher Education
Louisiana Tech University
Ruston, LA 71270

Mrs. Alice B. Smith
Associate Professor of Education
Grambling College
Grambling, LA 71245

Celestine C. Graves
Associate Professor
Southern University in New Orleans
New Orleans, LA 70126

Dr. A. D. Walker
Associate Professor
Southern University
Baton Rouge, LA 70813

Consultants:

Dr. Edmonia W. Davidson
Professor of Education
Howard University
Washington, D.C. 20001

Mrs. Mary G. Turner
Assistant Superintendent of Adult
and Continuing Education
Public Schools, District of Columbia
Washington, D.C. 20004

Staff and Resource Personnel:

Mr. Robert W. Boyet
Staff Development Specialist
State Department of Education
Baton Rouge, LA 70804

Mr. Andrew J. Butler
Director, Audio Visual
Southern University in New Orleans
New Orleans, LA 70126

Dr. Dorothy L. Hawkins
Instructional Coordinator
Adult Education Curriculum
Development Project
Southern University in New Orleans
New Orleans, LA 70126

Mr. Charles J. Kilbert
Supervisor of Basic Adult Education
New Orleans Public Schools
New Orleans, LA 70130

Mrs. LaVerne P. Knotts
Director of Adult Education
State Department of Education
Baton Rouge, LA 70804

Mrs. Marie A. Meno
Supervisor of Adult Education
State Department of Education
Baton Rouge, LA 70804

George W. Parker, Director
Adult Education Curriculum Developme
Project
Southern University in New Orleans
New Orleans, LA 70126

Ms. Carol G. Stephens, Secretary
Adult Education Curriculum Developme
Project
Southern University in New Orleans
New Orleans, LA 70126

Local Adult Education Practitioners:

Miss Lucille Lloyd
Adult Education Teacher
Orleans Parish Program

Mr. Roger Dabney
Adult Education Teacher
Orleans Parish Program

Mrs. Emma B. Green
Adult Education Teacher
Orleans Parish Program

Mrs. Rosemary S. Smith
Adult Education Teacher
Orleans Parish Program

Mrs. Yvonne Prejean
Adult Education Teacher
Orleans Parish Program

List of Adult Education Undergraduate - Graduate Courses
Offered by Higher Education Institutions

Name of Sponsoring Institution	Course Number and Title	Credit	Instructor	Location	Students Enrolled	Date Offered
1. Grambling College	ED 499 "Adult Education"	Undergraduate 3 hrs.	Mrs. Alice Smith	Grambling campus	8	Final Semester
2. Louisiana Tech University	ED 403 "Reading Institute for Adult Education Teachers"	Undergraduate/ Graduate 3 hrs.	Dr. Sam Dauzat	Ruston campus	25	3 week Institute June, 1973
	ED 490 "Teaching Reading to the Illiterate Adult"	Undergraduate/ Graduate 3 hrs.	Dr. Don Nelson	Bienville Parish School Board Office, Acadia	19	Fall Quarter
	ED 403 "Teaching Reading to the Illiterate Adult"	Undergraduate/ Graduate 3 hrs.	Dr. Sam Dauzat	Airline High School, Bossier City	29	Spring Quarter
3. McNeese State University	ADED 470 "Introduction to Adult Education"	Undergraduate/ Graduate 3 hrs.	Mr. George Bertrand	Acadia Parish School Board Office, Crowley	26	Fall Semester
	ADED 454 "Teaching of Reading to Illiterate Adults"	Undergraduate/ Graduate 3 hrs.	Dr. Robert Winsor	Lake Charles campus	20	Spring Semester
	ADED 475 "Methods and Materials in Adult Education"	Undergraduate/ Graduate 3 hrs.	Mr. George Bertrand	Acadia Parish School Board Office, Crowley	24	Spring Semester

Name of Sponsoring Institution	Course Number and Title	Credit	Instructor	Location	Students Enrolled	Date Offered
4. Nicholls State University	ED 545 "Methods and Materials in Adult Education"	Graduate-3 hrs.	Dr. Lacey Marcotte	Thibodaux campus	12	Spring Semester
	ED 546 "Seminar in Adult Education"	Graduate-3 hrs.	Dr. Earl Banister	St. Mary Parish School Board Office, Morgan City	21	Spring Semester
5. Northeastern Louisiana University	ED 420 "Teaching Reading to Adults"	Undergraduate/ Graduate 3 hrs.	Mrs. Ruby Ball	Monroe campus	29	Spring Semester
6. Southeastern Louisiana University	ED 523 "Introduction to Adult Education"	Graduate-3 hrs.	Mr. Jim Soileau	Valley Park Continuing Education Center, Baton Rouge	28	Fall Semester
	ED 467UG "Basic Reading Skills for Illiterate Adults"	Undergraduate/ Graduate 3 hrs	Dr. Gene McDonald	Valley Park Continuing Education Center, Baton Rouge	17	Spring Semester
	ED 524 "Principles of Adult Education in Guidance Testing and Reading"	Graduate-3 hrs.	Mr. Jim Soileau	Valley Park Continuing Education Center, Baton Rouge	29	Spring Semester

Name of Sponsoring Institution	Course Number	Credit	Instructor	Location	Students Enrolled	Date Offered
7. Southern University, Baton Rouge	ADED 562 "Teaching Reading to the Illiterate Adult"	Graduate-3 hrs.	Dr. Atley Walker	Baton Rouge campus	22	Spring Semester
8. Southern University, New Orleans	ED "Teaching Reading to the Illiterate Adult"	Undergraduate/ Graduate 3 hrs.	Mrs. Rosemary Smith	New Orleans campus	17	Spring Semester
9. Southern University, Shreveport	ED 299 "Adult Education: Teaching Reading to the Illiterate Adult"	Undergraduate 3 hrs.	Mrs. Selcy Collins	Shreveport campus	14	Spring Semester
	ED 299 "A Practicum in Reading for Adult Education Teachers"	Undergraduate 3 hrs.	Mrs. Selcy Collins	Shreveport campus	20	3 week institute July, 1973
10. University of Southwestern Louisiana	ADED 425 "Teacher Training in Adult Education"	Undergraduate/ Graduate 1 hr.	Dr. Rolland Broussard	Lafayette campus	58 62 68 91	June 24-29 July 15-20 July 22-27 August 5-1
	ADED 470G "Introduction to Adult and Continuing Education"	Undergraduate/ Graduate 3 hrs.	Dr. B. Duncan	St. Landry Parish Media Center, Opelousas	17	Fall Semester

Name of Sponsoring Institution	Course Number and Title	Credit	Instructor	Location	Students Enrolled	Date Offered
University of Southwestern continued	ADED 475G "Methods and Materials in Adult Education"	Undergraduate/ Graduate 3 hrs.	Dr. Rolland Broussard	Jeff Davis Parish Media Center, Jennings	17	Fall Semester
	ADED 475G "Methods and Materials in Adult Education"	Undergraduate/ Graduate 3 hrs.	Dr. Rolland Broussard	St. Landry Parish Media Center, Opelousas	14	Spring Semester
	READ 530 "Teaching Reading to Adult Illiterates"	Undergraduate/ Graduate 3 hrs.	Dr. Juanita Cox	Lafayette Parish Vocational and Adult Center, Lafayette	18	Spring Semester
	ADED 4706 "Introduction to Adult and Continuing Education"	Undergraduate/ Graduate 3 hrs.	Mr. Clayton Arceneaux	Lafayette Campus	11	Fall Semester
	PSC 505 "Psychology of Adult Learning"	Graduate 3 hrs.	Dr. R. McWhirter	Lafayette Campus	11	Spring Semester
10 Institutions		27 courses, offering 73 total hours credit	18 Instructors		716 Students	

STATE OF LOUISIANA
DEPARTMENT OF EDUCATION
LOUIS J. MICHOT
STATE SUPERINTENDENT
P. O. BOX 44064
BATON ROUGE, LOUISIANA 70804

May 29, 1973

TO: Local Supervisors of Adult Education

FROM: Dean Jesse N. Stone, Jr., Assistant Superintendent of Community Affairs

SUBJECT: Louisiana Adult Education Staff Development Project

As you are aware, we are currently initiating the second year of operation of the Louisiana Adult Education Staff Development Project in cooperation with Region VI Office of Education through the Region VI Adult Education Staff Development Project at the University of Texas.

As a result of the first year's operation, the following major objectives were accomplished:

1. Over 300 local adult education personnel, who had formerly received no institutionalized training, completed the basic short-term introductory training program conducted during the summer at the University of Southwestern Louisiana.

2. The first statewide Adult Education Supervisors' Conference was conducted during March of 1973.

3. A minor degree program in adult education on tne Master's and Specialist's Degrees in Education was approved and initiated at the University of Southwestern Louisiana.

4. The first adult education advance degree graduates received their Master's Degree with an adult education option from Nicholls State University during May of 1973. These four adult educators were the first Master's Degree students in adult education to be produced by a Louisiana school.

As a result of the success of the first year's operation, the second phase of the Staff Development Project beginning in June will involve the following major activities:

1. USL Short-Term Introductory Training Program

   As reflected in the recent statewide survey of local adult education personnel, there are over 600 local adult education personnel who have not received any formal training in adult education. USL will offer the one-week short-term introductory training program during four one-week sessions in June, July and August to extend training opportunities to 400 additional participants. It is important that you encourage your local personnel who have not received any formal training to take advantage of this program, as it is being provided at no cost to the participants. Each of your teachers who completed the personnel information forms and indicated that they had not attended a previous training program will receive a letter of invitation from USL to attend the week of their choice during the summer.

2. Curriculum Development Project at Southern University in New Orleans

   A statewide adult education Curriculum Development Project involving a representative from each college and university in the state has been initiated at Southern University in New Orleans. The basic purpose of this program is to allow representatives from each of the state colleges and universities, working with a few local adult education reading teachers, to develop a graduate and/or undergraduate course in teaching reading to the illiterate adult. Upon completion of the course offering, each college and university will be provided a direct grant from the University of Texas to offer the reading course on a graduate or undergraduate level to local adult education personnel in their area during the fall or spring semester. Local adult teachers enrolling in this course will be exempt from any tuitional cost.

3. Reach and Teach Illiterate Project at Southern University in Baton Rouge

   During the summer, Southern University in Baton Rouge, in cooperation with the Adult Education Section of the State Department of Education and local supervisors of adult education, will select a local indigenous community leader from each parish in the state to attend a two-week training program at Southern in Baton Rouge. The purpose of this program will be to train these local community leaders in the development of volunteer programs to reach and teach reading to the illiterate adults in their local communities. Participants will be trained in the organization and development of volunteer help to go out

into the community to reach the illiterate adults in their homes, churches, etc. The local community leaders working with the local supervisors of adult education will seek to teach basic reading skills to the illiterate adult utilizing volunteer help and then refer their enrollees into the local adult education program.

4. The Louisiana Tech Reading Conference

Louisiana Tech University in Ruston will initiate a three-week drive-in reading conference for approximately 25 adult education teachers in their immediate area during June and July. The purpose of the institute is to provide opportunities for adult education teachers to develop increased efficiencies in teaching reading skills to adult students.

5. Southern University at Shreveport-Bossier City Campus Adult Education Program

This program is designed to train local adult education personnel to meet the needs, problems, and desires of the predominantly black Cooper Road community in the Shreveport-Bossier City area. It proposes to deal with the critical areas of education, employment, health, recreation, and welfare for these potential ABE students.

Additional information concerning any of the above projects may be secured by writing to the State Office. All correspondence dealing with participants, etc., to be involved in the program should be forthcoming from the sponsoring institutions. In addition to the projects above, additional staff development activities will be initiated throughout the year. Please assist us in encouraging your teachers to take advantage of the training opportunities that are being made available to them at no cost during the summer. It will definitely be to their advantage to participate in those programs for which they are eligible, as future training opportunities may be ultimately required for employment and/or selection of local adult education personnel.

Thank you for your continued support.

RWB:vrw

LOUISIANA STATE DEPARTMENT OF EDUCATION
P. O. BOX 44064
BATON ROUGE, LOUISIANA 70804

DE FORM 514-B

4-ABE-73

TEACHER TRAINING PROJECT
ADULT EDUCATION PROGRAM
PROPOSAL ABSTRACT

DATE SUBMITTED

April 3, 1973

1. FULL TITLE OF PROJECT *(Title should not exceed 100 typewritten characters)*

LOUISIANA ADULT EDUCATION STAFF DEVELOPMENT PROJECT

2. NAME OF APPLICANT

University of Southwestern Louisiana

ADDRESS *(Number, street, city, parish, State, ZIP code)*

East University Avenue
Lafayette, Lafayette Parish, Louisiana 70501

PHONE NUMBER

233-3850

3. NAME OF PROJECT DIRECTOR

Louis B. Roth, Jr.

4. DURATION OF PROJECT	5. NUMBER OF			6. TYPE OF PERSONNEL TRAINING OFFERED
FROM	MONTHS	WEEKS	DAYS	Teacher-Supervisor-Para-Professi
June 1, 1973				
TO	12	52	365	7. NUMBER OF PARTICIPANTS
May 31, 1974				400

8. Provide a single spaced statement *(not to exceed 250 words, and not to exceed remaining space on this page)* summarizing the proposed project and its rationale, its special or unique feature, and the reasons why it is worthy of support.

The University of Southwestern Louisiana has designed a state-wide teacher training program to be implemented in four one-week workshops made available to every Adult Education teacher in the state who has not attended an Adult Education Institute in the past. Primary objectives to be accomplished in the 1973 Louisiana State Adult Education Staff Development Project would be as follows:

1. Make available training opportunities for all Adult Education personnel who have received no previous institute training and to initiate specialized training in teaching the illiterate adult.
2. To develop a source of staff development expertise through the State Department of Education and coordinate staff development activities on a statewide basis.
3. To support regional coordination of all staff development activities conducted in the various states of Region VI.
4. Continue to support Adult Education graduate course offerings and degree programs in the colleges and universities, and to create the capability in higher education to produce trained professionals in Adult Education.

The U.S.L. Adult Education Staff Development Project is designed as the second phase in the Region VI Staff Development Project which, as initially established, had as its major purpose to provide Adult Education training to every local Adult Education teacher in the state who had previously received no formal or institutional training. As a result of the first year's project, 300 Adult Education teachers received basic training in Adult Education. The second year seeks to extend these successful training opportunities to the remaining teachers in Louisiana, approximately 400, who have not had the opportunity to attend previous programs. If the second year of operation of the U.S.L. Staff Development Project is initiated, Louisiana will be the only state in the nation that has provided a basic one-week training program for every local Adult Education teacher employed--making Louisiana's Adult Education teachers the best trained teachers in the country.

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EVALUATIONS

Pre-and Post-Assessments

Adult Education Workshops
Summer 1973

Date of Workshop	Group	Average Scores in Per Cent Pre-Test	Post-Test	Per Cent of Increase
June 24-29	0 - 4	25	75	203%
	5 - 8	26	90	246%
	9 - 12	20	78	292%
July 22-27	0 - 4	15	73	389%
	5 - 8	20	73	260%
	9 - 12	26	85	229%
July 15-20	0 - 4	15	38	148
	5 - 8	14	45	220%
	9 - 12	15	45	209%
August 5-10	0 - 4	26	77	191%
	5 - 8	25	79	223%
	9 - 12	28	78	172%

LOUISIANA ADULT EDUCATION STAFF DEVELOPMENT PROJECT

June 24-29, 1973

1. Alford, Dallas
P.O. Box 408
Angola, LA 70712

2. Alfred, Melton
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3. Augusta, Mamie B.
806 Lampman
Abbeville, LA 70510

4. Ballard, Cabbot D.
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5. Bernard, Shirley
304 E. Elina
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6. Bergeron, Donna C.
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7. Boudreaux, Charlotte T.
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Morse, LA 70559

8. Butler, Bessie West
1830 Joe Louis
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9. Charles, Ruthie M.
124 Levi Street
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11. Dowers, Jeraldine
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12. Ewell, Joseph J.
P.O. Box 645
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13. Frank, Gary L.
4202 Gibbens Payne Dr.
Baker, LA 70714

14. Frank, Jeremy L.
Angola, LA 70712

15. Frederick, Sister Mary Verda
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16. Fusilier, Annie P.
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17. Gueringer, Diane R.
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24. Jones, Lolita L.
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25. Joseph, Nora J.
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37. Norris, Orbida W.
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62

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LOUISIANA ADULT EDUCATION STAFF DEVELOPMENT PROJECT

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48. Lovett, Elizabeth A.
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53. Meriwether, Dor[illegible]
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55. Newton, Lyda L.
3314 Gen. Taylor St.
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56. Newton, Sherman
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57. Palumbo, V. Stephan
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59. Rochelle, Wilbert D.
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60. Seymore, Elizabeth
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61. Shilo, Lillie Ann
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62. Sias, James O.
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64. Thibodeaux, Mrs. Juanita F.
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65. Thompson, Creasy B.
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66. Washington, Pearl C.
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68. Wood, Don
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West Monroe, LA 71291

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LOUISIANA ADULT EDUCATION STAFF DEVELOPMENT PROJECT

August 5-10, 1973

1. Adams, Vera F.
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Jennings, LA 70546

2. Anderson, Nathaniel
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Baton Rouge, LA 70802

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11. Buck, C. Stuart
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12. Burrell, Sharon Y.
St. Rt. 1, Box 253
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13. Chatoney, W. H. (Bill)
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14. Cheatham, Ms. Marguerite
413 Irene St.
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15. Coleman, Cathalene
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16. Cornelious, Joseph L.
14012 Cayuga Dr.
Baker, LA 70714

17. Cotton, Farise
2107 W. Madison
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19. Dauphin, Francis T.
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20. Davis, August K.
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22. Doss, Maggie L.
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23. Doughty, John H.
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332 Meadowlark Dr.
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27. Evans, Mrs. Clara H.
1307 So. Main St.
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29. Fontenot, Mrs. Myra L.
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30. Funderburk, Bonnie
2907 Independence
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31. Garner, John
132 Heather St.
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Donaldsonville, LA 70346

33. Gordon, Lucille D.
Box 76
Waterproof, LA 71375

34. Guidry, Grace H.
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35. Hadley, Joyce
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36. Harris, Syble C.
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4307 Holly Grove St.
New Orleans, LA 70118

42. King, Irena L.
1116 Third St.
Lake Providence, LA 71254

43. LaPietra, Dora
109 Texas
Monroe, LA 71201

44. LeBlanc, Jeffrey C.
311 Kellogg St.
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46. Lopo, John B.
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56. Perry, Joyce L.
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New Orleans, LA 70115

68. Scott, Wallace R., Sr.
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New Orleans, LA 70115

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Crowley, LA 70526

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90. Wright, Mrs. Lillie W.
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91. Jackson, Roy
5413 Tolbert
Baton Rouge, LA 70805

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P R O G R A M

ADULT EDUCATION CURRICULUM DEVELOPMENT PROJECT

SOUTHERN UNIVERSITY IN NEW ORLEANS

May 28--June 1, 1973

PROGRAM
ADULT EDUCATION CURRICULUM DEVELOPMENT PROJECT
Southern University in New Orleans
May 28--June 1, 1973

SUNDAY, MAY 27

6:00 p.m.--9:00 p.m.	REGISTRATION - Holiday Inn (Highrise) East, 6324 Chef Menteur Highway

MONDAY, MAY 28

9:00 a.m.--12:00 noon	GENERAL SESSION - Southern University Audio-Visual Room, Second Floor
9:00 a.m.--9:15 a.m.	GREETINGS - Dr. Emmett W. Bashful, Vice-President, Southern University in New Orleans Mr. George W. Parker, Jr., Director Planning and Development, Southern University in New Orleans
9:15 a.m.--9:45 a.m.	"Project Orientation," Mr. Robert W. Boyet, Staff Development Specialist, Louisiana State Department of Education
9:45 a.m.--10:00 a.m.	"The Need for and Purpose of Adult Education," Dr. Dorothy L. Hawkins, Associate Professor of Education, Southern University in New Orleans
10:15 a.m.--10:30 a.m.	BREAK
10:30 a.m.--11:15 a.m.	"Adult Illiteracy in the United States: Problems and Programs," Dr. Edmonia W. Davidson, Professor of Education, Howard University, Washington, D. C.

11:15 a.m.--12:00 noon	"Adult Education in Louisiana" Mr. Robert W. Boyet
12:00 noon--1:30 p.m.	LUNCH
1:30 p.m.--2:15 p.m.	ROLE - Playing Session "Teaching Reading to the Illiterate Adult," Mr. Robert W. Boyet
2:15 p.m.--2:30 p.m.	BREAK
2:30 p.m.--3:00 p.m.	SUMMARY - Mrs. LaVerne P. Knotts, State Director of Adult Education, Louisiana State Department of Education
3:00 p.m.--3:30 p.m.	GROUP REACTIONS

TUESDAY, MAY 29

9:00 a.m.--11:30 a.m.	GENERAL SESSION
9:00 a.m.--10:00 a.m.	"Methods of Teaching Reading to the Illiterate Adult," Mrs. Mary G. Turner, Assistant Superintendent of Adult and Continuing Education, Public School System, Washington, D. C.
10:00 a.m.--10:15 a.m.	BREAK
10:15 a.m.--11:30 a.m.	"Recruiting and Retaining the Illiterate Adult," Mrs. Marie A. Meno, State Supervisor of Adult Education, Louisiana State Department of Education
11:30 a.m.--1:00 p.m.	LUNCH

1:00 p.m.--3:30 p.m.	"Materials for Teaching Reading to the Illiterate Adult" Panel: Mr. Robert W. Boyet Dr. Edmonia W. Davidson Dr. Dorothy L. Hawkins Mrs. Marie A. Meno Mrs. Mary G. Turner

WEDNESDAY, MAY 30

9:00 a.m.--11:30 a.m.	GENERAL SESSION
9:00 a.m.--10:00 a.m.	"Developing A Curriculum for Teaching Reading to the Illiterate Adult," Mrs. Mary G. Turner
10:00 a.m.--10:15 a.m.	BREAK
10;15 a.m.--11:30 a.m.	GROUP SESSIONS and GROUP REPORTS
1:00 p.m.--3:30 p.m.	Curriculum Laboratory Experiences

THURSDAY, MAY 31

9:00 a.m.--9:30 a.m.	"Curriculum and Curriculum Change in Adult Education," Mr. Charles J. Kilbert, Supervisor of Adult Education, New Orleans Public Schools
9:30 a.m.--11:30 a.m.	Curriculum Laboratory Experiences
11:30 a.m.--1:00 p.m.	LUNCH
1:00 p.m.--3:30 p.m.	GROUP SESSIONS and GROUP REPORTS

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FRIDAY, JUNE 1

9:00 a.m.--11:30 a.m.	SUMMARY AND PROJECTIONS
11:30 a.m.--1:30 p.m.	LUNCH
1:30 p.m.--3:30 p.m.	GROUP TASKS:
	Developing a Curriculum Rationale
	Developing Functional Objectives
	Developing Reading Skills
	Developing Instructional Materials
	Developing Supplementary Materials
	Enhancing Instruction Through Media and Technology
	Developing Techniques of Evaluation
	Developing Techniques in Counseling Adults

SOUTHERN UNIVERSITY IN NEW ORLEANS

INTERIM CONFERENCE

ADULT EDUCATION CURRICULUM DEVELOPMENT PROJECT

Ramada Inn
Monroe, Louisiana
July 13--15, 1973

Developing Reading
Methodology and
Instructional Materials

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PROGRAMME

July 13--15, 1973

Friday, July 13, 1973

11:00 a.m.--12:00 noon	Registration
12:05 p.m.--1:45 p.m.	General Session Greetings and Introductions...Dr. Dorothy L. Hawkins Mr. George W. Parker Mr. Robert Boyet Orientation to Three Day Workshop...Miss Lucille Lloyd Presentation: "Establishing Rapport Between Teachers and Students" Mrs. Gloria Humphrey Scott
1:45 p.m.--4:15 p.m.	Tour of Learning Center Mr. Loy Hedgepeth, Director Northeast Learning Center
4:15 p.m.--5:00 p.m.	Role Playing (Small Group Sessions)
5:00 p.m.--6:00 p.m.	DINNER
6:00 p.m.--8:00 p.m.	Work Sessions on Group Assignments and Reports

Saturday, July 14, 1973

9:00 a.m.--10:00 a.m.	Curriculum Laboratory Experiences Mr. Ralph E. Abell, Product Manager, Adult Education Follett Publishing Company
10:05 a.m.--11:05 a.m.	Panel: "Problems Related to the Reading Achievement of Adults," Mrs. Lucille Lloyd, Moderator Physical...Miss Yvonne M. Prejean Social and Emotional...Mr. Roger Dabney Economic...Mrs. Emma B. Green Cultural...Mrs. Rosemary S. Smith
11:05 a.m.--11:20 a.m.	BREAK
11:20 a.m.--12:00 Noon	Buzz Sessions Topic: "Additional Advantages and Disadvantages of Being An Adult"
12:00 noon--12:30 p.m.	Group Reactions and/or Reports

12:30 p.m.--1:30 p.m.	LUNCH
1:30 p.m.--2:00 p.m.	Observations from State Department Officials Mr. Robert Boyet Mrs. Laverne Knotts Mrs. Marie Meno
2:00 p.m.--3:15 p.m.	General Session Presentations: "The Evaluative Process" "Self Evaluation of the Adult Education Teacher" Mrs. E. B. Green "Practical Applications for Evaluating Students and Determining Their Reading Levels" Miss Lucille Lloyd
3:15 p.m.--3:45 p.m.	Group Sharing
3:45 p.m.--4:00 p.m.	BREAK
4:00 p.m.--4:30 p.m.	General Session Presentations: "Developing Basic Reading Skills" A. Vocabulary Techniques...Miss Lucille Lloyd B. Comprehension Techniques...Mrs. G. H. Scott
4:30 p.m.--5:00 p.m.	Group Discussions and Reactions
5:00 p.m.--5:20 p.m.	General Session Presentation: "Instructional Materials and Their Usage" Mr. R. Dabney
5:20 p.m.--6:20 p.m.	DINNER
6:20 p.m.--8:20 p.m.	Work Sessions on Group Assignments and Reports

Sunday, July 15, 1973

9:00 a.m.--12:00 noon	General Session
9:00 a.m.--9:40 a.m.	Presentation: "Developing Effective Community Relations in Adult Education" Mrs. R. S. Smith
	Reaction Panel
9:40 a.m.--10:40 a.m.	Group Reports on Assigned Tasks
10:40 a.m.--11:00 a.m.	BREAK
11:00 a.m.--12:00 noon	Evaluation of Workshop
	Summary and Projections

SOUTHERN UNIVERSITY IN NEW ORLEANS
6400 PRESS DRIVE
NEW ORLEANS, LOUISIANA 70126

DIVISION OF CONTINUING EDUCATION

July 30, 1973

RECEIVED
AUG - 2 1973
LA. STATE DEPT. OF EDUC.
BY ADULT ED. SECT.

MEMORANDUM

TO: Participants

FROM: D. L. Hawkins
Instructional Coordinator

RE: Implementation of Adult Education Curriculum Development Project

Please be advised that the project will embark upon its final phase, Friday noon, August 17 through Thursday, August 23, 1973 at Howard Johnson Motel, College Drive, Baton Rouge, Louisiana, as announced at our recent Interim Conference.

The completion of all group and/or individual assignments or tasks is anticipated. Ample time for group and/or individual work will be provided. The services of the Reading Committee and of the Consultant for said conference will be available.

For your guidance, the assignments and tasks for which the participants volunteered during the Orientation Phase, May 28-June 1, 1973 are reiterated below:

Group Number	Task	Group Members
I	Development of Rationale and Assumptions	Dr. R. L. Broussard Mr. G. P. McDonald
II	Development of Objective and Evaluation	Mr. D. A. Nelson Mrs. A. B. Smith Mrs. T. G. Wilson
III	Counseling Adults	Dr. T. E. Banister
	Enhancing Instruction through Media and Technology	
IV.	Developing Reading Methodology and Instructional Materials	Mrs. R. B. Ball Mrs. S. S. Collins Dr. R. L. Dubois Dr. S. J. LeJeune

V	Characteristics and Needs of the ABE Student	Mr. R. Dabney Mrs. E. Green Miss L. Lloyd Miss Y. Prejean Mrs. G. Scott
VI	Techniques and Materials Utilized in the Evaluative Process	Mr. R. Dabney Mrs. E. Green Miss L. Lloyd Miss Y. Prejean Mrs. G. Scott
VII	Enhancing the Recruitment and Retention of ABE Students through Effective School Community Relations	Mrs. R. S. Smith
VIII	Preface (Origin, Purpose and Scope of Project)	Mr. R. Boyet Mrs. L. P. Knotts
IX	Acknowledgements, Program Design, Table of Contents, etc.	Dr. D. L. Hawkins Mr. G. W. Parker

Additional tasks and assignments will evolve as suggestions and recommendations develop.

Permission to utilize the following facilities has been obtained:

Louisiana State University Library
Baton Rouge, Louisiana
Mr. Guidry, Acting Director

Valley Park Continuing Education Center
2928 College Drive
Baton Rouge, Louisiana
Mr. Schilling, Supervisor

Regarding Kate L. Turabian's, A Manual for Writers (paperback, third edition), please be advised that the conventional footnoting is illustrated.

The successful implementation of the Final Phase of our significant project will be facilitated by:

1. The committment and dedication of each participant to the project entrusted to us as professionals.

2. The resourcefulness of all members as demonstrated by the extensive preparation of each participant prior to the conference.

3. The judicious utilization of the reservoir of diversified expertise among the participants.

4. *Extensive research, documentation, etc. by each participant relative to the topic(s) assigned prior to the conference.*

5. *Positive thinking, enthusiastic productivity, unified effort and team work with faith and a cooperative spirit will result in a commendable contribution to adult education in Louisiana. The publication will truly be a document of which all participants will be justifiably proud.*

The distribution of selected materials from the Prentice-Hall Education Series is as follows:

1. *Dinnan, James A., Teaching Reading to the Disadvantaged Adult*

2. *Long, Huey B., Are They Ever Too Old to Learn*

3. *Luke, Robert A., How to Train Teachers to Train Adults*

4. *Neff, Monroe C., Using Real Life Materials for the Culturally Disadvantaged*

5. *Snyder, Robert E., Guide to Teaching Techniques for Adult Classes*

6. *Copy of Letter relative to the matter of only single copies of Teaching Adult Reading .50 per copy to non-residents of New York State. Said publication is recommended.*

Enclosures:

Summary of Proceedings of Interim Conference
Ramada Inn
Monroe, Louisiana
July 13-15, 1973
by D. L. Hawkins

Summary of Evaluation Forms (above conference)
Submitted by Mrs. R. S. Smith

Functional Objectives
Submitted by Mrs. A. B. Smith

Five (5) publications, Prentice-Hall Series

Copy of Letter from State Education Department
Albany, New York re: Teaching Adult Reading

cc: Mr. G. W. Parker, Jr.
Project Director
Mrs. LaVerne P. Knotts
State Director of Adult Education
Mr. Robert Boyet
State Staff Development Specialist
Mrs. Marie Meno
State Supervisor of Adult Education

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1. MCNEESE STATE UNIVERSITY

a. Instructor

Dr. Robert Winsor

b. Course Description

ADED 454. "Teaching of Reading to Illiterate Adults"

c. Outline of Course Activities

Not submitted

d. Location and Meeting Time

McNeese State University
January 9, 1974 - May 14, 1974

e. List of Participants

Tuition Free

(1) Luenell B. Alexander
(2) Sophie K. Bobbitt
(3) Barbara A. Byrley
(4) Rose S. Cooke
(5) John H. Eaves
(6) Robert Ensminger
(7) Norma Fisette
(8) Rodney Geyen
(9) Audrey B. Granger
(10) Betty L. Howard
(11) Anthony F. Kravchuk
(12) Renee Marshall
(13) Herschel McDonald, Jr.
(14) Ruby O'Bryan
(15) Julia W. Porter
(16) Glenn D. Sanchez
(17) Joy E. Sparks
(18) Peggy Stroud
(19) Landie Thompson
(20) Lillie M. J. Wilson

2. SOUTHERN UNIVERSITY - BATON ROUGE

a. Instructor

Dr. Atley D. Walker, Associate Professor
College of Education
Southern University
Baton Rouge

b. Course Description

Adult Education 562 "Teaching Reading to the Illiterate Adult"
Three-Hour Graduate Course
Emphasizes the methods, materials, procedures and techniques of teaching reading to the illiterate adult. Emphasis is also placed on characteristics of adult learners and individual prescribed instruction (IPI) for such learners.

c. Outline of Course Activities

Not submitted

d. Location and Meeting Time

Southern University - Baton Rouge
January 14, 1974 - May 16, 1974

e. List of Participants

Tuition Free

(1) Betty Askins
Student
East Baton Rouge

(2) Charles B. Coleman
Part-time Teacher
East Baton Rouge

(3) Joseph Cornelious
Full-time Teacher
East Baton Rouge

(4) Jeffery England
Part-time Teacher
Assumption Parish

(5) Jack E. Gleason
Part-time Instructor
East Baton Rouge

(6) Callie L. Hughes
Part-time Teacher
East Baton Rouge

(7) Alfred Johnson
Part-time Teacher
West Baton Rouge

(8) Dorothy Johnson
Route 1, Box 54
Ascension Parish

(9) Leon Merrite
Part-time Teacher
Assumption Parish

(10) Dianne L. Miles
Part-time Teacher
Terrebonne Parish

List of Participants (Cont'd.)

(11) Eula M. Payton
Part-time Teacher
Ascension Parish

(12) Willie M. Pearley
Part-time Teacher
Assumption Parish

(13) Dora Richardson
Part-time Teacher
East Baton Rouge

(14) Alegia M. Scott
Part-time Teacher
East Baton Rouge

(15) Goldye G. Stills
Part-time Teacher
East Baton Rouge

(16) Marge Wallace
Part-time Teacher
East Baton Rouge

(17) Ossia Walker
Part-time Teacher
Ascension Parish

(18) Leroy Washington
Part-time Teacher
Iberville Parish

(19) Lulloa D. Washington
Southern University
Baton Rouge

(20) Herschell S. White
Part-time Teacher
East Baton Rouge

(21) Letty Ann Williams
Part-time Teacher
Assumption Parish

(22) Linda Williams
Full-time Paraprofessional
East Baton Rouge

3. SOUTHERN UNIVERSITY - NEW ORLEANS

a. Instructor

Mrs. Rosemary St. Cyr Smith, Instructor
Southern University
New Orleans, Louisiana

b. Course Description

Not submitted

c. Outline of Course Activities

1. Overview of the Adult Basic Education Program

2. a. Basic Principles of Adult Basic Education

   b. General Characteristics of Adult Learners

   c. Recruiting and Retention of Students

   d. Characteristics of the Adult Basic Education Teacher

   e. The Needs of the Adult Basic Education Student

   f. Implications for Teaching Adult Basic Education

3. Evaluation of Materials

4. Techniques Used in the Evaluative Process

5. Problems Related to the Reading Achievement of Adults
   (Physical - Social - Economic - Emotional)

6. The Reading Process

   a. Diagnosis - Practical Applications for Evaluating Students and Determining Their Reading Levels

   b. Developing Basic Reading Skills
      (Vocabulary Techniques - Comprehension Techniques - Recognition)

7. Instructional Materials and Their Use

8. Developing Effective Community Relations in Adult Education

9. Techniques which Provide Variety in Instruction

10. Record Keeping

11. Organization of Class Time

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d. Location and Meeting Time

Southern University - New Orleans
January 29, 1974 - May 17, 1974

e. List of Participants

Tuition Free

(1) Daniel T. Brown

(2) Lorraine Caffrey

(3) Clifton Davis

(4) Victor Gordon

(5) James Harrison III

(6) George Howard

(7) James Howard

(8) Olga Johnson

(9) Theresa Jochum

(10) Ronald King

(11) Gerald Lagarde

(12) Moweaner Mauldin

(13) Edward Pinkney

(14) Gwendolyn Ricks

(15) Charles C. Smith

(16) Barbara Spears

(17) Evelyn Whitfield

4. SOUTHERN UNIVERSITY - SHREVEPORT-BOSSIER CITY

a. Instructor

Selcy S. Collins
Division of Developmental Services
Southern University
Shreveport

b. Course Description

Education 299 "Adult Education: Teaching Reading to the Illiterate Adult" Three Semester Hours Credit.

c. Outline of Course Activities

Textbooks: A Handbook for Teachers of Adults
Federal City College - Washington, D.C.

Tactics in Reading II, Niles and others

Unit I Philosophy of Adult Education

Testing and Evaluation
- Informal Tests
- Nonstandard Tests - pp. 7-12, Tactics II
- Standard Tests - CTMM-Short Form

Unit II Teaching Methods and Techniques, pp. 45-50

Teaching Adults Is Not Different If... (Reference Sheet)

Testing Strategies and Teaching Strategies (Reference Sheet)

The Taxonomy of Education Objectives
- Stating Behavioral Objectives for Classroom Instruction (Reference Sheet)

Unit III Steps in Teaching Reading Skills to Assure That Learning Takes Place
- Stating the Category of a Reading Skill
- Stating the Objectives
- In-put: Information provided to guide student
- Practice: Opportunity to try behavior
- Feedback: How well student performs

Unit IV Individual Project

Compilation of Samples of Reading Skills (Reference Sheet)

d. Location and Meeting Time

Reading Laboratory A-52, Southern University - Shreveport-Bossier City
Mondays - 6:00-9:00 p.m.

e. List of Participants

Tuition Free

(1) Iola Brown
Adult Education Teacher
Caddo Parish

(2) Joyce C. Cook
Adult Education Teacher
Bossier Parish

(3) Sadalea Hamilton
Adult Education Teacher
Caddo Parish

(4) Dorothy L. Holt
Adult Education Teacher
Caddo Parish

(5) Gussie Hudson
Adult Education Teacher
Bossier Parish

(6) Isaac A. Houston
Adult Education Teacher
Caddo Parish

(7) Mamie Love
Adult Education Teacher
Caddo Parish

(8) Juanita Pierson
Adult Education Teacher
Caddo Parish

(9) Roberta Savage
Adult Education Teacher
Caddo Parish

(10) Willie M. Taylor
Adult Education Teacher
Caddo Parish

(11) Ollie M. Thomas
Adult Education Secretary
Caddo Parish

(12) Willie D. Tignor
Adult Education Teacher
Caddo Parish

(13) Evelyn D. Tisby
Adult Education Teacher
Caddo Parish

(14) Sammie Wattree
Adult Education Teacher
Webster Parish

e. (Cont'd)

List of Participants

Tuition Unpaid

(1) Ms. Shirley Burford
Student Teacher
Ouachita Parish

(2) Mr. Melvin Conway
Student Teacher
City of Monroe

(3) Mr. Curtis Grimble
Student Teacher
Franklin Parish

(4) Mr. William L. Johnston
Student
Northeast La. University

(5) Mr. Cary Lee McGuffee
Teacher
Caldwell Parish

(6) Ms. Diane Monroe
Student Teacher
Ouachita Parish

(7) Mr. James Murphy
Teacher
Caldwell Parish

(8) Mr. Carl Robinson
Teacher
Ouachita Parish

(9) Mr. James Smith
Supervisor
Caldwell Parish

(10) Ms. Edith Snell
Student Teacher
Madison Parish

(11) Ms. Hattie Virgil
Teacher
Franklin Parish

(12) Mr. Oscar Williams
Teacher-Coach
Ouachita Parish

(13) Ms. Eula Tate
Teacher
Franklin Parish

5. NORTHEAST LOUISIANA UNIVERSITY

a. Instructor

Mrs. Ruby Ball
Reading Specialist
Northeast Louisiana University

b. Course Description

Education 420 "Teaching Reading to Adults"
Three-Hour Graduate/Undergraduate Credit. Procedures and materials currently in use for teaching reading to adults.

c. Outline of Course Activities

Listed on Separate Page

d. Location and Meeting Time

Northeast Louisiana University
Meeting Time Not Submitted

e. List of Participants

Tuition Free

(1) Ms. Dorothy Golsby
Part-time Adult Teacher
Richland Parish

(2) Mr. William C. Shipp
Part-time Adult Teacher
Franklin Parish

(3) Mr. Stanley Dupree
Part-time Adult Teacher
Caldwell Parish

(4) Mr. David Hillman
Part-time Adult Teacher
Caldwell Parish

(5) Mr. Thomas A. Parker
Part-time Adult Teacher
Caldwell Parish

(6) Mrs. Vera L. Henry
Part-time Adult Teacher
Morehouse Parish

(7) Mrs. Nell Pace
Part-time Adult Teacher
Morehouse Parish

(8) Mr. Walter Brister
Full-time Adult Teacher
Ouachita Parish

(9) Ms. Irene Myers
Full-time Adult Teacher
Ouachita Parish

(10) Ms. Helen Johnson
Part-time Adult Teacher
Ouachita Parish

(11) Ms. Thelma Bradley
Part-time Adult Teacher
Ouachita Parish

(12) Ms. Nerissa Bryant
Full-time Adult Teacher
Ouachita Parish

(13) Ms. Isabel Baff
Full-time Adult Teacher
Ouachita Parish

(14) Ms. Ellen Gardner
Part-time Adult Teacher
City of Monroe

(15) Ms. Charity Wright
Part-time Adult Teacher
City of Monroe

(16) Mr. Charles Edwards
Part-time Adult Teacher & Supv.
City of Monroe

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c. Outline of Course Activities

January 16

Rationale for the Course
Objectives of the Course
Definition of Terms, i.e., Adult Education, Illiteracy,
Functional Illiterate, ABE Program
United States Census Information

January 23

Principles of Teaching Reading to Adults
Similarities in Teaching Children and Adults
Practices to Keep in Mind in Teaching the Adult
Factors that are Different in Working with Adults
and Children
Facts About the ABE Student: Characteristics, Needs, etc.
History of Adult Education

January 30

How the Adult Feels
Why He Dropped Out of School
Attendance Danger Signs
The Role of Society
Community Agencies
The Teacher
The Paraprofessional
Counseling the Adult
Broad Goals in Adult Education

ACTIVITY: Durkins Phonics Test for Teachers was administered to the class. This was used as a diagnosis of the skills of the class. It was also used as a Teaching device.

February 6

Difficulty of Reading
Booklet "Primer for Parents" (Houghton Mifflin)
Decoding (Illustrated by use of Different Alphabet)
Interpreting
Demonstration by two students using Laubauch Method
Teaching Children and Adults ("Readiness Skills")
Differences
Adult's vocabulary must match his own background
Adult has greater range of experiences
Adult seeks immediate application
Do not approach adult with one method
Adult acquires attitudes as learning is met
Preparatory
Readiness
Developmental
Emotional stability
Language development

Standardized Tests
TAPE taped by Mary G. Turner for Adult Education and developed by Mary R. Parker
Bond-Clymer-Hoyt Silent Reading Diagnostic Tests
Doren Diagnostic Reading Test
Gray Oral Reading Test
Durrell Analysis of Reading Difficulty
ABLE Test Level 1 by Harcourt Brace

Assignment:
Write module teaching a consonant letter

February 20

Sharing Modules Teaching Consonant Letters
Student Participation
Teacher-made Exhibits Displayed
Word Recognition Skills
Phonic Analysis
Structural Analyses
Dictionary
Context Clues
Handout Sheet on Word Recognition Skills
Display of Books by Various Companies (Examination for skills taught that have already been discussed)

February 27

The class made a field trip to Northeast Louisiana Learning Center where 43 different reading materials were observed.
EDL Reading Program
Computer skill pack on vowels was practiced by each student
Language Master and the "talking book"
SRA Reading Kit
Literature Samplers
Reading Attainment Kit
Confused Words and Word Phrases (filmstrip)
Mind Program and some 35 worktext type reading materials

March 6

About one hour or so spent by the class exchanging ideas and comments about that which was observed at the Learning Center. Also, Mrs. Ball shared ideas from a meeting which she had attended.
Functional reading definition expanded to include materials which are job oriented, comic papers, cookbooks, or more adult in appearance.
A handout entitled "A Basic Phonics Program handed out and discussed.
Idea: No material is any better than the person who operates it.
Priorities for Incentive Funding to Local School Systems
Must affiliate with a local organization
Full-time teachers
Part-time teachers
Adult Education a specialized field of Education

Hopes for the Future
Extending adult education services to special needs groups
Offer daytime programs
Offer full or part-time employment to education
Full-time learning centers or mini-centers

Reading Skills Demonstrations by Class Members

March 13

Presentation of Various Reading Skills by Class Members
Nell Pace
Module of the Consonant Letter "P"
Helen Johnson
Developing Word Perception by Using Affixes
Edith Snell
Rhyming Words/Word Building Using Phonetic Word Drill Cards
Oscar Williams
Module of the Consonant Letter "F"

Mrs. Ball's Lecture
Steps in the Taxonomy of Cognitive Thinking
Memory - Involves the recall of factual information
Translation - Involves the changing of information into a different form or language--paraphrasing
Interpretation - Seeing relationships among facts, generalizations, definitions, values, and skills.
Application - The student analyzes and solves life's problems in light of his own knowledge.
Synthesis - The student is original and creative. He solves problems by thinking. He draws conclusions.
Evaluation - The student makes a judgment of good or bad, right or wrong according to the standards he designates.
Learning to Detect Propaganda Techniques
Definition: Propaganda means the promoting of a particular doctrine or set of ideas; in itself there is no implication of wrongdoing. It is when the propagandist intentionally distorts and subtly misrepresents that the reader should be alert to detect the signs of falsification.
Name Calling - People or ideas can be made popular by identifying them with unpopular labels whether the label fits or not.
Glittering Generalities - Political victories have been built on vague promises that are almost meaningless.
The Plain-Folks Device - Here, the writer or speaker tries to get his audience to accept him as one of themselves and to regard his opponents as outsiders.

- Perceptual growth
- Maturity
- Auditory discrimination
- Visual discrimination
- Intelligence (Taped Presentation of Slosson Intelligence Test Being administered)

Teaching Methods

- Experience Charts
  - Print or write
  - Underline with hand left-to-right
- Sight Words
  - Use 3 X 5 or ¼ 3 X 5 cards
  - Teach basic words - house, save, money
  - Make cards for them at home
  - Make cards for class review
  - Dolch and Frey lists
- Phrases
- Supplementary Materials
  - EDL Controlled Reader
  - Tachistoscopes
  - Chalkboard

Teaching Alphabet Letters

- Visual Discrimination
  - Use concrete and real objects for examples
  - Use semi-concrete or pictures
  - Use semi-abstract as outlines and geometric figures
  - Use abstracts which are letters
- Auditory Discrimination
  - Teach vowel sounds
  - Teach consonent sounds
  - Use Rhyme words
  - Make auditory tape for student to identify sounds
  - Use pictures to go with the sounds
  - Teach one sound or more depending on the student

Tests or Inventories

- Informal
  - Choose paragraphs from various grade levels
  - List four levels
    - Independent level
    - Instructional level
    - Frustration level
    - Hearing capacity level
  - Inventory Check Sheet
    - Word recognition
    - Comprehension
    - Other difficulties
    - Reading levels
    - Materials recommended

Testimonials - The endorsement of an idea, a person, or a product by a well known and respected individual loses its validity when the endorser does it for pay and is obviously not an expert on the subject.

Identification with Prestige - Names of prominent people are frequently used to give authority to a particular idea.

The Band Wagon Effect - The idea that "everybody's doing it" persuades many people to follow suit, and so majority support is often claimed long before it is attained.

Card Stacking - This refers to the many ways of distorting facts and misusing statistics to favor a particular conclusion. One of the commonest is the "dangling comparative"--"twice as fast", "three ways better", etc.--without specifying faster than what or better than what. Surveys and opinion polls have at times been planned in advance to favor a particular outcome.

March 20

Reports on Meetings Attended by Class Members

Mrs. Nell Pace, Supervisor of Reading in Morehouse Parish, attended the Association Supervisors' Meeting in Baton Rouge. She reported the trend is on developmental reading instead of isolated skills.

Mrs. Isabelle Baff, Instructor at Northeast Louisiana Learning Center, attended the Northeast Louisiana Reading Association Meeting. The speaker emphasized that the teacher discover who he is - to bring out self, as well as to know his students. Stress was placed on how people differ, and to capitalize on students' interests.

Mr. Charles Edwards attended the A.S.C.D. in California. He will present a report at a later date on this meeting. He reported that Mr. Patrick Robinson had made a tape recording of a talk "Future Shock" by Toffler.

Demonstrations of Reading Skills by Class Members

Mrs. Wright

Auditory Discrimination

Teaching the "sh" sound; recognition of words containing the "sh" sound.

Mrs. Irene Myers

Comprehension

Materials used - "Learning 100"
E D L Skill Box 1-6

Mr. Dupree

Increasing Students' Reading Rate

Materials: McCall-Crabb Tests
E D L Jr.

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Demonstrations (Cont'd)

Mr. Parker

Seeing Skill

Materials: Flash X - an individual, mechanical aid. The student says, writes, or draws what he sees.

Mrs. Ball's Lecture

Readability Formulas

Fry and others have prepared readability formulas for determining reading levels of materials for adults.

Assignment

Bring a book to class so that we can learn to check reading levels of materials.

March 27

Demonstrations of Teaching a Reading Skill by Class Members

Mr. David Hilburn

Comprehension

Materials: E D L, "Listen and Read"
Barnell Loft, "Using Context," F Level

Mr. Walter Brister

Vocabulary Enrichment

Materials: McGraw-Hill, Barnell Loft, Follett Educational Corporation

Mrs. Isabel Baff

Following Directions

Materials: Barnell Loft - Book D, Steck-Vaughn, Transparencies

Mrs. Thelma Bradley

Alphabetizing Through the First Three Letters

Materials: Transparencies, Mott Adult Workbook Materials

Mrs. Narissa Bryant

Higher Level of Comprehension - Inferential Reading

Materials: Inferential Reading Handouts

Miss Shirley Buford

Compound Words

Materials: Flash Cards, Poster

Mr. Melvin Conway

Suffixes

Materials: Word Cards

Mr. Charles Edwards

First Lesson for a NonReader

Materials: Lauback's Handbook

Mrs. Diane Monroe

Teaching Sequential Order

Materials: Behavioral Objectives for Teaching Sequential Order.

Mr. Oscar Williams

Visual Discrimination

Materials: Ginn Word Enrichment Program

Mrs. Ball's Lecture
Discussion of the Wepman Auditory Discrimination Test
Assigment
Give this test to someone.

Look for different kinds of forms that adults will need to know how to fill out.

Think about how you can teach the skills needed in order for the adult student to successfully complete such forms.

April 3

Finding Readability Level of Materials
Developing Teacher Made Materials (Teaching, Diagnosis)
Integrating Career Education
Evaluation of Tests Administered by Class Members to Adults (Wepman, etc.)

April 10

Utilizing Community Resources in Teaching
Further Discussion of Functional Materials for Reading
Plans for Collection of Materials and Categories to be Included
Public Transportation, Bank, Giving Directions, Catalogue, Receipts, Maps, Driver's License, Traffic Regulations, Motor Vehicles, School Registration, Hospital Forms, Insurance, Employment, Post Office, Voter Registration.

April 17

Easter Holiday

April 24

Diagnosis and Prescription (RECAPPED) Dr. Dewayne Haynes

May 1

Booklets Assembled on Functional Reading Materials
Diagnosis Continued

May 8

Final Examination
Practical by Use of Video Tape

6. LOUISIANA TECH UNIVERSITY

a. Instructor

Dr. Sam V. Dauzat
Associate Professor of Reading
College of Education
Louisiana Tech University

b. Course Description

"Teaching Reading to the Functionally Illiterate Adult"
Three-Hour Graduate/Undergraduate Credit

c. Outline of Course Activities

Not Submitted

d. Location and Meeting Time

Airline High School, Bossier City, Louisiana
Time Not Submitted

e. List of Participants

Tuition Free

1) Mrs. Margaret Adkins
Adult Education Teacher

2) Ms. Martha A. Allen
Adult Education Teacher

3) Ms. Virginia G. Bailey
Adult Education Teacher

4) Mrs. Ernestine Baldwin
Adult Education Teacher

5) Mr. L. C. Brock
Adult Education Director

6) Mr. Gerald Brown
Adult Education Teacher

7) Mrs. Martha M. Christy
Adult Education Teacher

8) Mr. Ray M. Christy
Adult Education Teacher

9) Mr. C. J. Cook
Adult Education Teacher

10) Ms. Mary B. Collins
Adult Education Teacher

11) Ms. C. Patricia Fox
Adult Education Teacher

12) Ms. Margaret Fritz
Adult Education Teacher Aide

13) Ms. Bonnie Funderburk
Adult Education Teacher

14) Ms. Elizabeth D. Garrett
Adult Education Teacher

15) Ms. Linda Jean Griswold
Adult Education Teacher

16) Ms. Linda Louise Gunter
Adult Education Teacher

17) Mr. Jamie L. Harris
Adult Education Teacher

18) Mr. Nathaniel Harvey
Adult Education Teacher

19) Mr. Loy Hedgepeth
Adult Education Director

20) Mr. Edward Bell Hudson
Adult Education Teacher

e. (Cont'd)

List of Participants

Tuition Free

21) Ms. Gussie M. Hudson
Adult Education Teacher

22) Mr. Tom James
Adult Education Teacher

23) Ms. Beth W. LaGrone
Adult Education Teacher

24) Mr. Henry J. LaGrone, Jr.
Adult Education Teacher

25) Mrs. Ethel Ford Lilly
Adult Education Teacher

26) Mr. Raymond Polson
Adult Education Teacher

27) Mr. James (Reggie) Reynolds
Adult Education Teacher

28) Mr. Vancell Stovall
Adult Education Teacher

29) Mrs. Nancy Underwood
Adult Education Teacher

7. LOUISIANA TECH UNIVERSITY

a. Instructor

Dr. Donald R. Nelson
Coordinator of Teacher Education
College of Education
Louisiana Tech University

b. Course Description

"Teaching Reading to the Illiterate Adult"
Three Semester Hours Credit

c. Outline of Course Activities

Not Submitted

d. Location and Meeting Time

Bienville Parish School Board, Arcadia, Louisiana
Time Not Submitted

e. List of Participants

Tuition Free

1) Ms. Eloise Allison
Adult Education Teacher

2) Ms. Lovie Delois Andrews
Adult Education Teacher

3) Ms. LaVerne Best
Adult Education Director

4) Mr. Willie Lee Blow
Adult Education Teacher

5) Ms. Rosetta Jackson Bowden
Adult Education Teacher

6) Ms. Rosena Crump Bowman
Adult Education Teacher

7) Mr. Dewitt Clements
Adult Education Teacher

8) Mr. Earnie Critton
Adult Education Paraprofessional

9) Ms. Jo Ann Vermaelen Dauzat
Adult Education Teacher

10) Mr. Charles Jefferson Hines
Adult Education Teacher

11) Ms. Suzanna Woodard Huckaby
Adult Education Teacher

12) Ms. Doris Hollans Meredith
Adult Education Teacher

13) Ms. Ada Graham Milner
Adult Education Paraprofessional

14) Ms. Emmie Vernon Smith
Adult Education Teacher

15) Ms. Ethelbert Smith
Adult Education Teacher

16) Mr. Herbert R. Turner
Adult Education Teacher

17) Mr. Willie H. Washington
Adult Education Teacher

18) Mrs. Margaret A. R. Wilder
Adult Education Teacher

19) Ms. Mary C. Mercier Woodard
Adult Education Teacher

8. SOUTHEASTERN LOUISIANA UNIVERSITY

a. Instructor

Dr. Gene P. McDonald
Associate Professor
College of Education
Southeastern Louisiana University

b. Course Description

Education 467UG "Basic Reading Skills for Illiterate Adults"
Three Semester Hours Credit. This course contains the study of problems, methods, and content in the teaching of basic reading skills to illiterate adults, as well as recruiting and holding illiterate persons in Adult Education classes.

c. Outline of Course Activities

A variety of instructional techniques were used in the attainment of the objectives of this course. The teaching techniques or learning activities consisted of lecture-discussions, guided critiques, demonstrations, seminars, films, and guided exploration and evaluation of reading and reading related materials including formal and informal reading diagnostic instruments. The following is a list of the topics and activities for the course.

January 7

Introduction, completions of enrollment forms (organizational meeting).

January 14

Enrollment forms and orientation.

January 21

Film "To Touch a Child" and discussion of the Community Education concept and its relation to the Adult Basic Education Program. Resource person: Mr. Riddley of the Valley Park Adult Education Center.

January 28

Historical and statistical basis for Adult Basic Education in Louisiana, the South, and the nation. Organization and administration of ABE programs.

February 4

Visitation of the Valley Park Continuing Education Center reading center. Examined both "Hardware" and "Software" used in the center for the teaching of basic reading skills. Demonstrations and explanations were given for the systems and equipment.

February 11

Characteristics of the illiterate adult, factors causing illiterate adults to fear school and literacy programs, and factors which are different in working with adults from that of working with children and youth.

February 18

Reading defined and skill sequences discussed. Approaches to the teaching of reading (whole word or sight, phonics, and the experience story) were discussed in detail.

March 4

Recruiting the ABE student and the placement of him in the ABE program, retention, motivation and goal-setting.

March 11

Examination and evaluation of basic reading activities and materials. Determining readability of reading materials-including newspapers.

March 18

Role-playing. Taught class to read with new symbols for letters (decoding) by using the basic sight vocabulary method. Used "The Primer." Analyzed the teaching strategy and related it to what was known about how reading skills are learned.

March 25

Review of "The Primer" and what was remembered of the sight vocabulary. Discussed learning, forgetting, remembering and overlearning. Formal reading inventories-place in reading program, use and administration procedures.

April 1

Informal reading inventories-construction, identification, use and administration of. Auditory discrimination tests and relationship to reading.

April 8

Reports by students. Structural analysis of words.

April 22

Reports by students. Comprehension skills and increasing of speed in reading discussed.

April 29

Phonics-identification of skills and uses or application of the rules. Discussed the limitation of phonics as well as the strengths. Worked in a programmed phonics book.

May 6

Student evaluation by the instructor and course evaluation by the students.

d. Location and Meeting Time

Valley Park Continuing Education Center, Baton Rouge, Louisiana
Time Not Submitted

e. List of Participants

Tuition Free

1) Mr. James Henry Bailey
Adult Education Teacher
Ascension Parish

2) Ms. Maude Aldridge Hillard
Adult Education Teacher
East Feliciana Parish

3) Mr. Roy L. Jackson
Adult Education State Supervisor

4) Mr. Frank J. Marcello
Adult Education Teacher
East Baton Rouge Parish

5) Ms. Janice A. Marcello
Adult Education Teacher
East Baton Rouge Parish

6) Mr. Kenneth Joseph Pizzolato
Adult Education Teacher
Ascension Parish

7) Ms. Hattie L. Payne Reed
Adult Education Teacher
East Feliciana Parish

8) Ms. Yvonne F. Ridley
Adult Education Teacher
East Baton Rouge Parish

9) Ms. Mary Sue Roberts
Adult Education Teacher
East Baton Rouge Parish

10) Mr. Donald W. Simpson
Adult Education Teacher
West Baton Rouge Parish

11) Ms. Agnes Payne Smith
Adult Education Teacher
East Feliciana Parish

12) Ms. Bobbie G. DeLaney Whelan
Adult Education Teacher
East Baton Rouge Parish

e. (Cont'd.)

List of Participants

Tuition Unpaid

1) Ms. Reba Davidson

2) Ms. Maudra E. Mencer

3) Ms. Irma B. Poe

4) Ms. Bernice N. Stewart

5) Ms. Dorothy Smith Stewart

9. GRAMBLING COLLEGE

a. Instructor

Alice Brown Smith, Instructor
School of Education
Grambling College

b. Course Description

Education 499 "Adult Education"
Three Semester Hours Credit. The course is designed to offer methods, techniques and materials for teaching the illiterate adult to read. An overview of adult education in Louisiana is included in the course. The academic components of the reading course are directed towards the ABE student.

c. Outline of Course Activities

October 1

Registration and orientation.

October 3

Overview of Adult Education in Louisiana
Mrs. Alice B. Smith
Dr. Kara Jackson
Dr. Helen Richards

October 8

Recruitment of the ABE student
Placement
Methods of Identifying Reading Needs of Illiterate Adults
Mrs. Alice B. Smith

October 10

Basic Reading Activities
Using Basic Reading Materials
Writing Behavioral Objectives
Sample Lesson Plans
Mrs. Alice B. Smith

October 15

Organizing for Individual and Group Reading Activities
Word Recognition and Vocabulary Development
Teacher-made Devices
Mrs. Alice B. Smith

October 17

Mini-teaching (members can select the activity to be demonstrated)
Skills Needed for Handwriting
Mrs. Alice B. Smith

October 22

A Look at Forms Adults Must Fill
Content of Adult Reading Materials
Using the Manual Effectively
Reports from Teaching Sites

October 24

Special Reading Problems of Illiterate Adults
Mr. Sisco McCarty
Mrs. Annie Brown
Mrs. Millie White
Basic Reading Skills
Mrs. Alice B. Smith
Ideas for Writing What is Read
Mrs. Alice B. Smith

October 29

"The Role of the Library in Adult Education"
Dr. Mary Hymon, Head Library Services, Grambling College
Examining Teaching Materials in the Library

October 31

Presenting Content to Adults
The Family...Steck Reader
Mrs. Thomas
How to Get a Job
Mr. Wright
Evaluation
Mrs. Alice B. Smith

November 5

Consultants

November 7

School Presentations

November 12

Role Playing
Buzz Sessions
Library Reports

November 14

Developing Reading Materials
"Reach and Teach Program"
Mr. Earl Taylor, Southern University, Baton Rouge

November 19

Techniques for Improving Comprehension Skills of Illiterate Adults
Mrs. Alice B. Smith
Simple Reading Activities and Evaluation

November 21

Resource Center

November 26

Intermediate Panel
"Achievement of Adults"
Wright
Duncan
Thomas
Brown
Evaluators
White
McCarty
Bragg
Torver
Volunteer Reports on Objectives

November 28

Film

December 3

Attitude Inventory

December 5

"Music for Adults"
Mrs. Estelle Mayo, Special Music Consultant

December 10

"Making the Reading Program Relative for Adults"
Dr. Kara Jackson

December 12

Presentation of Projects

December 17

Evaluation and Projections

December 19

Christmas Activity

January 8

Final Presentations

d. Location and Meeting Time

Location Not Submitted
Monday and Wednesday nights, 6-9 p.m.

e. List of Participants

Tuition Free

1) Mrs. Loyace Braggs
Adult Education Teacher
Lincoln Parish

2) Mrs. Annie Brown
Adult Education Teacher
Lincoln Parish

3) Mrs. Mary Duncan
Adult Education Teacher
Lincoln Parish

4) Mr. Sisco McCarty
Adult Education Teacher
Lincoln Parish

5) Mrs. Gwendolyn Torver
Adult Education Teacher
Lincoln Parish

6) Mrs. Sarah Thomas
Adult Education Teacher
Lincoln Parish

7) Mrs. Millie White
Adult Education Teacher
Lincoln Parish

8) Mr. David Wright
Adult Education Teacher
Lincoln Parish

10. NICHOLLS STATE UNIVERSITY

a. Instructor

Dr. Lacey Marcotte

b. Course Description

ED 545. "Methods and Materials in Adult Education"

c. Outline of Course Activities

Not Submitted

d. Location and Meeting Time

Nicholls State University Campus
Thibodaux, Louisiana
Spring Semester, 1974

e. List of Participants

1. Arcement, Willie Paul
2. Blake, Charles Crawford
3. Bourg, Dean Joseph
4. Bush, Paul Edward
5. Chauvin, Myron William
6. Dufresne, Ronald Joseph
7. Ellis, Raymond Charles
8. George, Robert Gabriel
9. Granier, David Anthony
10. Labat, Ronald Joseph
11. Millhollon, Paula Creek
12. Rodrigue, Shirley Labat
13. Rogers, Doyle Joseph

11. UNIVERSITY OF SOUTHWESTERN LOUISIANA

a. Instructor

Dr. Juanita Cox
Coordinator of Reading
College of Education
USL

b. Course Description

READ 530. "Teaching Reading to Adult Illiterates"

The course consists of a description of current methods for teaching reading to adults. Emphasis on a diagnostic - prescription approach. Informal testing and its worth as opposed to standardized testing is stressed. Lab portion of course consists of putting classroom theory into practice through supervised instruction of adult illiterates.

c. Outline of Course Activities

Not Submitted

d. Location and Meeting Time

Lafayette Parish Vocational and Adult Center
Lafayette, Louisiana
Spring Semester, 1974, Tuesdays from 5:00-7:50 p.m.

e. List of Participants

1. Robert R. McJimsey
   Iberia
2. Edward Bashay
   Iberia
3. Aaron Flegeance
   St. Martin
4. Anatole Cormier
   Lafayette
5. Neville Syrie
   Iberia
6. Lionel Armstead
   Iberia
7. Kenneth Villemarette
   Lafayette
8. Lawrence Guidry
   Lafayette
9. Herbert Myles
   Vermillion
10. Ray Domingue
    Acadia
11. Angie Gauthier
    St. Mary
12. Steve Gauthier
    St. Mary
13. Joe M. Chapman
    Iberia
14. Carmen Searles
    Lafayette
15. Suellen Marcotte
    Lafayette
16. Ina Sarkies
    Lafayette

LOUISIANA STATE DEPARTMENT OF EDUCATION
P. O. BOX 44064
BATON ROUGE, LOUISIANA 70804

SPECIAL EXPERIMENTAL DEMONSTRATION PROJECT
ADULT EDUCATION PROGRAM
PROPOSAL ABSTRACT

DE FORM 513-B

1 ABE 73

DATE SUBMITTED

12 - 18 - 72

1. FULL TITLE OF PROJECT *(Title should not exceed 100 typewritten characters)*

Reading Institute For Adult Education Teachers

2. NAME OF APPLICANT
Teacher Education, Louisiana Tech University

ADDRESS *(Number, street, city, parish, State, ZIP code)*

Ruston, Louisiana 71270

PHONE NUMBER

257-3712

3. NAME OF PROJECT DIRECTOR
Sam V. Dauzat

4. DURATION OF PROJECT	5. NUMBER OF			6. TYPE OF TRAINING OFFERED
FROM	MONTHS	WEEKS	DAYS	
May 1, 1973	3			Teacher Training-Reading
TO				7. NUMBER OF PARTICIPANTS
July 31, 1973				25

8. Provide a single spaced statement *(not to exceed 250 words, and not to exceed remaining space on this page)* summarizing the proposed project and its methodology, its special features, and the reasons why it is worthy of support.

ABSTRACT

The purpose of the institute is to provide opportunities for Adult Education teachers to develop increased efficiency in teaching reading skills to adult students. Illiteracy rates nationally and in Louisiana indicate the large number of people who have not developed basic reading skills. These people are candidates for adult education classes. In order that the adult student be provided with his reading skills needs, the teacher must be competent in teaching reading skills to adults. The proposed program will make a significant impact in the inservice training of Adult Education teachers who, in the past, have had highly limited opportunities for experiences in learning to teach reading skills to adults.

The institute will consist of an intensive three week instructional phase with sufficient time for planning and follow-up. The institute will be designed to attain three categories of objectives--diagnosis of reading skills, designs for appropriate learning alternatives in reading, and selection of appropriate reading materials. The institute is designed to facilitate the participant's attainment of the terminal objective--

the teacher will demonstrate effectiveness in teaching reading skills to adult students.

Modules for each of the three areas of concentration will be developed containing the following types of instructional alternatives; interaction seminars, problem-centered seminars, lecture-discussions, simulated teaching experiences, peer critiques, demonstrations, and exploration and development of materials. The instructional phase will be conducted over large blocks of time daily for three weeks in June. Three hours graduate or undergraduate credit in reading will be granted for satisfactory performance in the described experience.

Sam V. Dauzat, Project Director

Name	Mailing Address	Parish	Position
Allison, Eloise Thomas	P.O. Box 387 Ringgold, LA 71068	Bienville	ABE teacher
Andrews, Ann Denton	707 Tarreyton Drive Ruston, LA 71270	Lincoln	Classroom teacher
Andrews, Milford Ray	Delhi, LA 71232	Richland	School Administrator
Baff, Isabel Cutright	4112 Blanks Street Monroe, LA 71201	Ouachita	Full-time ABE teacher
Best, Laverne H.	P.O. Box 306 Arcadia, LA 71001	Bienville	Director ABE - Bienville
Blow, Willie Lee	Route 1, Box 49 Bienville, LA 71008	Bienville	ABE teacher
Bowden, Rosetta Jackson	Box 183 Ringgold, LA 71068	Bienville	ABE teacher
Caldwell, Christine W.	Box 216 Bernice, LA 71222	Union	ABE teacher
Clements, Dewitt	303 N. Elm Street Arcadia, LA 71001	Bienville	Parish Supervisor
Collins, Mary Wilder	Route 1, Box 115 Jonesboro, LA 71251	Jackson	ABE teacher
Daniels, Vivanae P.	Route 3, Box 119 Farmerville, LA 71241	Union	Classroom teacher
Gray, Olivia Cockerham	P.O. Box 213 Castor, LA 71016	Bienville	ABE teacher
Manning, Lenora Elaine	Route 3, Box 117 Haynesville, LA 71038	Claiborne	Classroom teacher

Name	Mailing Address	Parish	Position
Miller, Mickey	136 Louise Drive Ruston, LA 71270	Lincoln	English or a Second Language
Penny, Mary Carr	908 Maple Street Ruston, LA 71270	Lincoln	Classroom teacher
Quin, Dorothy Spencer	Bienville Parish School Board P.O. Box 418, Arcadia, LA 71001	Bienville	ABE teacher
Smith, Emmie Vernon	P.O. Box 524 Ringgold, LA 71068	Bienville	ABE teacher
Smith, Ethelbert	Gibsland, LA 71028	Bienville	Classroom teacher
Spain, Sandra Wood	1504 Bittersweet Ruston, LA 71270	Lincoln	ABE teacher
Staples, Annie McBride	Route 1, Box 215 Jonesboro, LA 71251	Jackson	ABE teacher
Tucker, Martha Roberson	Route 1 Downsville, LA 71234	Union	ABE teacher
Turner, Barbara Sumlin	Route 2, Box 13M Arcadia, LA 71001	Bienville	ABE teacher
Turner, Herbert R.	Route 2, Box 13M Arcadia, LA 71001	Bienville	ABE teacher
Wilder, Margaret A. R.	307 Stubbs Avenue Monroe, LA 71201	Ouachita	ABE teacher
Wimberly, Deanna R.	P.O. Box 189 Bernice, LA 71222	Union	Classroom teacher

LOUISIANA STATE DEPARTMENT OF EDUCATION
P. O. BOX 44064
BATON ROUGE, LOUISIANA 70804

DE FORM 513-B

DATE SUBMITTED

SPECIAL EXPERIMENTAL DEMONSTRATION PROJECT
ADULT EDUCATION PROGRAM
PROPOSAL ABSTRACT

1. FULL TITLE OF PROJECT *(Title should not exceed 100 typewritten characters)*

ADULT EDUCATION TEACHER PROGRAM SOUTHERN UNIVERSITY SHREVEPORT-BOSSIER CITY CAMPUS

2. NAME OF APPLICANT

SOUTHERN UNIVERSITY SHREVEPORT-BOSSIER CITY CAMPUS

ADDRESS *(Number, street, city, parish, State, ZIP code)*

3050 Cooper Road
Shreveport, Louisiana 71107

PHONE NUMBER

(318) 424-6552

3. NAME OF PROJECT DIRECTOR

Robert L. Williams

4. DURATION OF PROJECT	5. NUMBER OF			6. TYPE OF TRAINING OFFERED
FROM	MONTHS	WEEKS	DAYS	Teacher Training Adult Education
August 17, 1973				7. NUMBER OF PARTICIPANTS
TO December 21, 1973	4 ½	18	90	

8. Provide a single spaced statement *(not to exceed 250 words, and not to exceed remaining space on this page)* summarizing the proposed project and its methodology, its special features, and the reasons why it is worthy of support.

The Adult Education Teacher Program of Southern University, Shreveport-Bossier City Campus is designed to meet the educational needs of the adult learner (who is not an atypical grade school, junior high school, nor high school pupil) of Caddo Parish and adjacent communities by offering a short-term training program for adult basic education teachers in reading and language arts methodology. Instructional approaches and techniques will provide for immediate involvement and reaction of the teacher to varied methodology: diagnosis and remediation, teaching strategies, use of instructional technology; the construction of instructional materials, and internship experiences. The focus of the program is individual, small-group and large-group participation in projected real-life experiences.

State support is needed to effectuate this program.

ADULT EDUCATION TEACHER PROGRAM

Southern University-Shreveport
3050 Cooper Road
Shreveport, Louisiana 71107

PARTICIPANT	ADDRESS	PARISH	POSITION
1. Miss Linda Broughton	3500 Milam St. Apt. #D-101 - Shreveport, La. 71103	Caddo	Instructor
2. Mrs. Ida Mae Brown	716 Butler St. - Bossier City, La. 71010	Bossier	Instructor
3. Mrs. Lillian Daniel	1318 Allen Avenue - Shreveport, La. 71103	Caddo	Instructor
4. Mr. J. B. Harville	3433 Bellaire St. - Shreveport, La. 71109	Caddo	Instructor
5. Mr. Roosevelt Johnson	516 E. 76 St. - Shreveport, La. 71106	Morehouse	Instructor
6. Mrs. Juggie Paula Jones	2736 Abbie St. - Shreveport, La. 71103	Caddo	Instructor
7. Mr. Malvin M. Jones	2736 Abbie St. - Shreveport, La. 71103	Caddo	Instructor
8. Mrs. Carrie Kellum	1306 Kenneth Ave. - Shreveport, La. 71103	Bossier	Instructor
9. Mrs. Lee G. W. Murphy	Route 2, Box 85-A - Benton, La. 71006	Bossier	Instructor
10. Mrs. Virginia C. Robinson	4368 Worth Circle - Shreveport, La. 71109	Caddo	Instructor
11. Mrs. Dorothy Sanders	P. O. Box 193 - Greenwood, La. 71033	Caddo	Instructor
12. Mr. Roosevelt Shelby	634 Hendrix Place - Shreveport, La. 71106	Caddo	Instructor
13. Mr. Vancell Stovall	1417 Madison Ave. - Shreveport, La. 71103	Caddo	Instructor
14. Miss Evelyn Tisby	2047 Simpkins Dr. - Shreveport, La. 71107	Caddo	Instructor
15. Mrs. Rubye Lee Turner	1527 Juvenile Rd. - Shreveport, La. 71107	Caddo	Instructor
16. Mr. Ernest L. Williams	2742 Looney St. - Shreveport, La. 71103	Caddo	Instructor
17. Miss Lee D. Williams	Route 2, Box 85-A - Benton, La. 71006	Bossier	Instructor
18. Mrs. Rose Marie Williams	2132 Ragsdale St. - Shreveport, La. 71107	Caddo	Instructor

19. Mrs. Doretha Barnes	2037 Simpkins Dr. - Shreveport, La. 71107	Caddo	Auditor
20. Mrs. Minnie Zell Nelson	2078 Russell Road - Shreveport, La. 71107	Caddo	Auditor

LOUISIANA STATE DEPARTMENT OF EDUCATION
P. O. BOX 44064
BATON ROUGE, LOUISIANA 70804

DE FORM 813-B

SPECIAL EXPERIMENTAL DEMONSTRATION PROJECT
ADULT EDUCATION PROGRAM
PROPOSAL ABSTRACT

DATE SUBMITTED: January 6, 1973

1. FULL TITLE OF PROJECT *(Title should not exceed 100 typewritten characters)*

"Reach and Teach Illiterates" -- Indigenous Community Leaders Adult Education Program

2. NAME OF APPLICANT
Southern University (Baton Rouge)

ADDRESS *(Number, street, city, parish, State, ZIP code)*
Southern University Post Office
Baton Rouge, Louisiana

PHONE NUMBER: (504) 771-4682

3. NAME OF PROJECT DIRECTOR
To be Appointed

4. DURATION OF PROJECT	5. NUMBER OF			6. TYPE OF TRAINING OFFERED
FROM: June 1, 1973	MONTHS	WEEKS	DAYS	Para-professionals
TO: May 31, 1974	12	52	365	7. NUMBER OF PARTICIPANTS: 75

8. Provide a single spaced statement *(not to exceed 250 words, and not to exceed remaining space on this page)* summarizing the proposed project and its methodology, its special features, and the reasons why it is worthy of support.

Indigenous community leaders with proper training and supervision could provide the Adult Education Program with a needed impetus in improving the high level of illiterates in Louisiana. The follow-up supervision is designed to "Reach and Teach" the illiterates. Trained indigenous leaders will return to their respective communities and in cooperation with the local and state Adult Officials will organize Reading and Writing Programs utilizing volunteer help. In the realization of the program objectives, further definitions will be forthcoming concerning such questions as: (1) what are the directions that Adult Education should take in order to play a more effective role in improving the illiterate rate in Louisiana? (2) what are the dimensions and dependence of Indigenous Community Leaders as volunteer teachers in the implementation of Reading and Writing Programs? and (3) what are the training needs and the most effective methods of training community leaders? The involvement of Community Leaders as catalysts for improving the literacy level distinguishes this project from other programs sponsored by the State Adult Education Program.

EXHIBIT B

REACH and TEACH ILLITERATES PROJECT

Southern University
SOUTHERN BRANCH POST OFFICE BOX 9397
BATON ROUGE, LOUISIANA 70813

EARL T. TAYLOR
Project Director

PHONE 771-5481
or 771-5763

Participants in Reach and Teach Illiterates Workshop

Parish	Name	Address
Acadia	Mrs. Helena Richard (attended one day)	Rt.1, Box 15 Crowley, La.
Allen	Mrs. Hazel Moreaux	1114 Hargrove Street, Oakdale, La.
Beaurgard	Mrs. Emma Johnson	1505 Booker Washington, DeRidder, La.
Bienville	Ms. Ada G. Milner	Rt.1, Box 89, Gibsland, Louisiana
	Mrs. Earnie Critton	Taylor, Louisiana
Bossier	Mrs. Cathalene Coleman	P.O. Box 218, Benton, Louisiana
Caddo	Mrs. Frances Toliver	1644 Myrtle Street, Shreveport, La.
	Mrs. Eddie Ivory	1902 Linear Drive, Shreveport, La.
Caldwell	Mrs. Lorena Y. Collins	Rt.1, Box 66, Columbia, Louisiana
Catahoula	Mrs. Alburnia Johnson	802 Willow Street, Jonesville, La.
Concordia	Mr. James Lee	P.O. Box 501, Clayton, Louisiana
DeSoto	Ms. Joyce Perry	P.O. Box 403, Mansfield, Louisiana
East Baton Rouge	Mr. Marvin Morris	3545 Jackson Avenue, Baton Rouge, La.
	Rev. Samuel Sanders	10125 Scotlandville, Louisiana
	Mrs. Linda Simmons	Gassie Street, Baton Rouge, Louisiana

REACH and TEACH ILLITERATES PROJECT
Southern University
Southern Branch Post Office Box 9397
Baton Rouge, Louisiana 70813

PARTICIPANT/ Roster

Parish	Name	Address
East Carroll	Mrs. Leola Hoard	142 Ransdell, Lake Providence, LA
Grant	Ms. Gail Morris	Rt.2, Box 176, Colfax, LA
Iberia	Mr. Edward Bashay	1220 W. Field, New Iberia, LA
Iberville	Ms. Linda Ponson	Rt.1, Box 12, White Castle, LA
	Mrs. Perry Cole	1433 Allen Street, Plaquemine, LA
Jackson	Mrs. Bertha Robinson	434 Mitchell Street, Jonesboro, LA
Jefferson	Mrs. Shirley Simmons	6102 Second Avenue, Marrero, LA
Jefferson Davis	Ms. Delores Laday	225 Highway 14, Lake Arthur, LA
Lafayette	Ms. Ceola Martin	815 16th Street, Lafayette, LA
Lincoln	Ms. Annette Honeycutt	101 Charles Drive, Ruston, LA
Livingston	Mrs. Winona Woods	600 Eugene Street, Livingston, LA
Madison	Mrs. Leola Johnson	P.O. Box 464, Tallulah, LA
Morehouse	Mrs. Ardelia Scott	109 Parker Street, Bastrop, LA
Natchitoches	Mrs. Portia Pontallion	1424 Phillips Street, Natchitoches LA
	Mrs. Johnnye B. Page	Natchitoches, LA

REACH and TEACH ILLITERATES PROJECT
Southern University
Southern Branch Post Office Box 9397
Baton Rouge, Louisiana 70813

PARTICIPANT/ Roster

Parish	Name	Address
Orleans	Mrs. Thelma Collins	3008 Mandeville Court, New Orleans, LA
	Mrs. Mattie Williams (attended two days)	6717 Brunswick Street New Orleans, LA
Pointe Coupee	Mrs. Nora Palmer	P.O. Box 207, New Roads, LA
Rapides	Ms. Evelyn Turner	1207 Turreganno Street, Alexandria, LA
Red River	Mr. Cruger Scott Thomas	P.O. Box 6024, Hanna, LA
Richland	Mrs. Bertha Owens	P.O. Box 612, Rayville, LA
	Mr. Raymond Allen	
St. Helena	Mrs. Georgia Hurst	Rt.1, Box 345, Greensburg, LA
St. James	Mrs. Eula Bergeron	Rt.1, Box 80C, St. James, LA
St. Landry	Mrs. Grace Guidry	819 N. Court, Opelousas, LA
St. Martin	Miss Jeanne Castille	625 Poydras Street, Breaux Bridge, LA
St. Tammany	Mrs. Gloria Higginbotham	2353 Second Avenue, Slidell, LA
Tensas	Rev. Plenty Germany	P.O. Box 153, Waterproof, LA
Terrebonne	Mrs. Mildred Stokes	317 Roselawn Ave, Houma, LA

REACH and TEACH ILLITERATES PROJECT
Southern University
Southern Branch Post Office Box 9397
Baton Rouge, Louisiana 70813

PARTICIPANT/ Roster

Parish	Name	Address
Union	Mrs. Ella Lee	Rt.1, Box 24A, Sterlington, LA
Vernon	Mrs. Addie Miller	903 Simpson Street, Leesville, LA
Washington	Mrs. Lillian P. Brock	Rt.3, Box 6262, Kentwood, LA
Webster	Ms. Geraldine Timmons	Rt.1, Box 129, Minden, LA
West Baton Rouge	Mrs. Deborah Dogan	Rt.2, Box 73B, Port Allen, LA
West Carroll	Mr. Caldwell Flood, Jr.	P.O. Box 434, Oak Grove, LA
West Feliciana	Mrs. Rubie Richardson	St. Francisville, LA
	Mrs. Georgia Cavalier (attended two days)	2257 Balis Drive, Baton Rouge, LA
City of Monroe	Mr. Charles Edwards	P.O. Box 4180, Monroe, LA

REACH and TEACH ILLITERATES PROJECT
Southern University
Southern Branch Post Office Box 9397
Baton Rouge, Louisiana 70813

Below Are Parishes From Which No Participants Came For

Reach and Teach Illiterates Workshop

P A R I S H E S

Ascension	Plaquemines
Assumption	Sabine
Avoyelles	St. Bernard
Calcasieu	St. Charles
Cameron	St. John
East Feliciana	St. Mary
Evangeline	Tangipahoa
Franklin	Vermilion
Lafourche	Winn
LaSalle	City of Bogalusa
Ouachita	Claiborne

LOUISIANA ADULT EDUCATION STAFF DEVELOPMENT PROJECT

LIST OF RESOURCE PERSONNEL

FOR LOCAL INTRODUCTORY TRAINING PROGRAMS

Topic: "Awareness of the Undereducated Adult and Implications for the Teacher":

George Bertrand, Supervisor
Acadia Parish Adult Education Program

Charles Campbell, Supervisor
Vermilion Parish Adult Education Program

C. C. Couvillion, Consultant
Louisiana State Department of Education

Loy Hedgepeth, Director
Northeast Louisiana Learning Center

Charles Loeb, Jr., Supervisor
St. Landry Parish Adult Education Prog

Walter Wright, Director
Continuing Education, Orleans Parish

"Diagnosing Learning Needs and Developing Instructional Programs for Adults":

Willie Jean Furr, Instructor
Ouachita Parish Adult Education Program

Mary Sue Kitterman, Adult Education Instructor
Concentrated Employment Program (CEPS), Orleans Parish

Carmen Searles, Adult Education Instructor
Work Incentive Program (WIN), Lafayette Parish

Kenneth Villemarette, Instructor
Lafayette Parish Adult Education Program

Dean Daigle, Instructor
Acadia Parish Adult Education Program

Velma Hendrix, Instructor
St. Landry Parish Adult Education Prog

Bettye Johnson, Coordinator
Jefferson Davis Parish Adult Education Program

Evelyn Whitfield, Instructor
Orleans Parish Adult Education Program

Steward Collins, Supervisor
DeSoto Parish Adult Education Program

Marie Meno, Supervisor
Louisiana State Department of Educatio

Lacyne Walker, Coordinator
Bossier Parish Adult Education Program

"The Concept of the Community School and Adult Education Learning Centers":

George Varino, Adult Learning Center Specialist
East Baton Rouge Parish

Harry Ridley, Supervisor
Community School, East Baton Rouge Parish

Ted Schilling, Supervisor
East Baton Rouge Parish Adult Educatio Program

"Retention of Adult Education Students":

Clay Brock, Director
Bossier Parish Adult Education Program

Cathelene Coleman, Instructor
Bossier Parish Adult Education Program

"Introductions to the Program of Adult Education":

Robert W. Boyet, Staff Development Specialist
Louisiana State Department of Education

"Adapting the Career Education Concept for Adult Curriculum":

Robert Arceneaux, Supervisor
Lafayette Parish Adult Education Program

STATE OF LOUISIANA
DEPARTMENT OF EDUCATION
LOUIS J. MICHOT
STATE SUPERINTENDENT
P. O. BOX 44064
BATON ROUGE, LOUISIANA 70804

January 17, 1974

MEMORANDUM

TO: ALL PARISH AND CITY SUPERINTENDENTS AND SUPERVISORS OF ADULT EDUCATION

FROM: Mrs. LaVerne P. Knotts, State Director Adult Education

SUBJECT: Conference for Adult Education Administrative Personnel
Theme: "WHERE WE'VE BEEN - WHERE WE ARE - WHERE WE'RE GOING"

A conference for all adult education administrative personnel will be sponsored by the Bureau of Adult Education, State Department of Education and hosted by the University of Southwestern Louisiana, Lafayette, Louisiana.

The conference will convene at Howard Johnson's on January 30 at 9:00 A.M. and adjourn January 31 at 12 noon. Reservation forms are enclosed and should be mailed directly to Howard Johnson's as soon as possible.

This conference is one phase of the Louisiana Adult Education Component of Region VI Staff Development Project. Expenses will be reimbursed for one designated supervisor from the Staff Development Project at USL.

The theme for the conference is - "Where we've been - Where we are - Where we're going". The adult education staff and various committees are cooperatively working to design the conference program to include fun, sessions which will be of interest to you, and many suggestions for expansions and improvement of the adult education program.

LPK:rk

Date: January 30-31, 1974
Time: 9:00 A.M.
Place: Howard Johnson's, Lafayette, Louisiana

LOUISIANA
State Department of Education

Louis J. Michot
Superintendent

Annual Adult Education Administrators Conference

Howard Johnsons'
Lafayette, LA

January 30-31, 1974

HOST: University of Southwestern Louisiana

Division of Community Services
Jesse N. Stone, Jr., Assistant Superintendent

Bureau of Adult and Community Education
LaVerne P. Knotts, Director

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WEDNESDAY, January 30, 1974

8:45 A.M. Registration

9:00 A.M. General Session #1 - "The Future of Adult Education"
Mrs. LaVerne P. Knotts, Chairman
State Director
Bureau of Adult and Community Education

WELCOME

Dr. Ray Authement, President
University of Southwestern Louisiana

GREETINGS
Superintendent Harold Gauthe
Lafayette Parish School Board

"State Priorities for Adult Education"
Mr. Jim L. Knotts
Special Assistant Superintendent
Louisiana State Department of Education

"Future Role of the Community School Program"
Jesse N. Stone, Jr.
Assistant Superintendent
Division of Community Services
Louisiana State Department of Education

"The Future Role of Adult Education"
Dr. Richard A. Ethridge
Professor and Head
Department of Adult Education
Mississippi State University

"Questions and Answers"

10:20 A.M. Coffee Break

10:30 A.M. General Session #1, continued

"Developing Support for Adult Education Through Community Leaders"
Mr. Robert W. Boyet, Chairman
Staff Development Specialist
Louisiana State Department of Education

Panel - Superintendent John R. Dupre
St. Landry Parish School Board

Mr. Randall Goodwin, Past-President
East Baton Rouge Parish School Board

Warden Roland Vicknair
Jefferson Parish Jail System

Mayor Kenneth F. Bowen
City of Lafayette

11:20 A.M. "Developing Alternatives for Future Growth in Adult Education"
Mr. Robert W. Boyet

12:00 Noon Lunch

1:00 P.M. General Session #2 - "Long Range Plans to Reduce Adult Illiteracy"

Mr. Glenn Meredith, Chairman
Area Supervisor
Bureau of Adult and Community Education
Louisiana State Department of Education

Panel - "Reducing Adult Illiteracy and Institutional Programs"

Mr. C. C. Couvillion, Consultant
Louisiana State Department of Education

"The Right to Read Concept and Out Reach Programs"
Mr. Roy Jackson, Supervisor
Bureau of Adult and Community Education
Louisiana State Department of Education

"Reach and Teach Illiterates Project"
Mr. Earl Taylor, Project Director
Reach and Teach Illiterates Project
Southern University

"Developing a State-wide Public Relations Program"
Mr. Clay Brock
Director of Adult Education
Bossier Parish School Board

"Developing a Recruitment Package for Local Programs"
Mrs. Marie A. Meno, Supervisor
Bureau of Adult and Community Education
Louisiana State Department of Education

2:00 P.M. Coffee Break

2:15 P.M. Group Session

Groups 1 through 4

3:15 P.M. General Session

Group Reports and Discussion
Mr. Glenn Meredith, Chairman

3:45 P.M. "Developing Program Objectives for Local Systems"
Mrs. LaVerne P. Knotts

4:00 P.M. Adjourn

6:00 P.M. Reception

THURSDAY, January 31, 1974

9:00 A.M.	General Session #3 - "Administrative Concerns"
	"The G.E.D. Testing Program" Mr. Lloyd Smith, Director Secondary Education Louisiana State Department of Education
9:30 A.M.	Administrative Session Mrs. LaVerne P. Knotts, Chairman
	Topics: 1. Status of State Plans 2. Status of State and Federal Funds a. Report from Legislative Committee 3. Records and Reports 4. Selection of Personnel 5. Adult Education Advisory Council 6. Distribution of End-of-the-Year FY '73 Report
10:15 A.M.	Coffee Break
10:30 A.M.	(Resume Administrative Session)
11:45 A.M.	"Distribution of Adult Career Education Curriculum Guide" Mr. Robert Arceneaux, Director Vocational-Technical and Adult Education Lafayette Parish
12:00 Noon	Adjourn

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ADULT EDUCATION SUPERVISORS CONFERENCE

January 30 & 31, 1974
Hosted by: University of Southwestern Louisiana
Held at: Howard Johnson's, Lafayette, Louisiana

1. Robert Arceneaux
Rt. 2, Box 65
Lafayette, LA 70501
Lafayette Parish

2. Gene Alcock
433 Fourth Street
Jennings, LA 70546
Jeff Davis Parish

3. George Bertrand
St. Rt., Box 23A
Jennings, LA 70546
Acadia Parish

4. LaVerne Best
P.O. Box 306
Arcadia, LA 71001
Bienville Parish

5. Clay Brock
P.O. Box 1224
Benton, LA 71006
Bossier Parish

6. Willie Burris
823 18th Avenue
Franklinton, LA 70438
Washington Parish

7. Wilby C. Campbell
Fort Necessity, LA 71243
Franklin Parish

8. Charles H. Chauvin
19 Concordia
Vidalia, LA 71373
Concordia Parish

9. William T. Childers
Rt. 1, Box 20
Grayson, LA 71435
Caldwell Parish

10. Steward G. Collins
P.O. Box 322
Mansfield, LA 71052
DeSoto Parish

11. Claude C. Couvillion
3041 E. Lakeshore Drive
Baton Rouge, LA 70808
East Baton Rouge Parish

12. Wallace J. Davis
Box 159
Maringouin, LA 70757
Iberville Parish

13. Earl J. Doiron
Rt. 1, Box 294B
Alexandria, LA 71301
Rapides Parish

14. Alvin C. Dowden
Rt. 6, Box 123
Leesville, LA 71446
Vernon Parish

15. John R. Dupre
Box 128
Port Barre, LA 70577
St. Landry Parish

16. Charles J. Edwards
2705 Renwick Street
Monroe, LA 71201
Ouachita Parish

17. James W. Ellis
136 Cottonwood Drive
Gretna, LA 70053
Jefferson Parish

18. Richard A. Etheridge
Drawer AE
Mississippi State, MS 39762

19. Edward Farley
501 Congo
Jonesboro, LA 71251
Jackson Parish

20. A. A. Fernandez
Rt. 1, Box 292
Kenilworth, LA 70085
St. Bernard Parish

21. Aaron J. Flegance
Rt. 2, Box 22
St. Martinville, LA 70582
St. Martin Parish

22. J. Randall Goodwin
1134 West Lakeview Dr.
Baton Rouge, LA 70810
East Baton Rouge Parish

23. James M. Griffin
710 S. Washington
Abbeville, LA 70510
Vermilion Parish

24. Diane R. Gueringer
Rt. 2, Box 162
Crowley, LA 70526
Acadia Parish

25. Thomas T. Gullatt
P.O. Box 151
Plaquemine, LA 70764

26. Quincy L. Hargis
Box 585
Clinton, LA 70722
East Feliciana Parish

27. Delmus Hebert
P.O. Box 375
Cameron, LA 70631
Cameron Parish

28. Loy D. Hedgepeth
501 South Grand Annex
Monroe, LA 71201
Ouachita Parish

29. Joseph Hill
Box 311
Geismar, LA 70734
Ascension Parish

30. Luther T. Hollingsworth
Newellton, LA 71357
Tensas Parish

31. Roy Jackson
5413 Tolbert Drive
Baton Rouge, LA 70805
East Baton Rouge Parish

32. Louis E. Jeans
P.O. Box 355
Elizabeth, LA 70638
Allen Parish

33. Ervin A. Johnson
109 Auburn Drive
DeRidder, LA 70634

34. Richard J. Keller
Rt. 1, Box 343
Hahnville, LA 70057
St. Charles Parish

35. Jack F. Lanier
Rt. 2, Box 73A
Amite, LA 70422
Tangipahoa Parish

36. Charles P. Loeb
300 S. St. George Street
Eunice, LA 70535
St. Landry Parish

37. John B. Lopo
P.O. Box 397
Homer, LA 71040
Claiborne Parish

38. Frank V. Marcello
9849 Damuth
Baton Rouge, LA 70815
East Baton Rouge Parish

39. Marie A. Meno
4707 Madison Avenue
Baton Rouge, LA 70802
East Baton Rouge Parish

40. Sherman Newton
P.O. Box 48
Coushatta, LA 71019
Red River Parish

41. E. Rabon Nolan
Rt. 2
Downsville, LA 71234
Union Parish

42. Loyce A. Nute
714 South Washington Street
Bastrop, LA 71220
Morehouse Parish

43. Willis A. Octave
Rt. 2, Box 286
St. James, LA 70086
St. James Parish

44. Orleans A. Pitre
115 Picciola Lane
Golden Meadow, LA 70357
Lafourche Parish

45. Luther Robillard
Route 1, Box 429
Morganza, LA 70759
Pointe Coupee Parish

46. Ted G. Shilling
536 Dry Drive
Baker, LA 70714
East Baton Rouge Parish

47. Byron R. Shirey
1724 Kirkman Street
Lake Charles, LA 70601
Calcasieu Parish

48. Donald W. Simpson
436 Wingate
Baton Rouge, LA 70815
West Baton Rouge Parish

49. Charley R. Smith
1475 Circle Drive
Livingston, LA 70815
Livingston Parish

50. Daisy G. Smith
1475 Circle Drive
Livingston, LA 70754
Livingston Parish

51. Lloyd C. Smith
741 AUEC
Port Allen, LA 70767
West Baton Rouge Parish

52. W. Delous Smith
P.O. Box 940
Covington, LA 70433
St. Tammany Parish

53. Dan V. Snedecor
201 W. Scott Street
Tallulah, LA 70282
Madison Parish

54. James Stockard
2916 Independence Avenue
Shreveport, LA 71109
Caddo Parish

55. Albert P. Subat
148 New Orleans Blvd.
Houma, LA 70360
Terrebonne Parish

56. Earl T. Taylor
1258 Silverwood Drive
Baton Rouge, LA 70807
East Baton Rouge Parish

57. Bert Terrell
311 Bahon Street
New Iberia, LA 70560
Iberia Parish

58. James Thomas, Jr.
Rt. 2, Box 29
Colfax, LA 71417
Grant Parish

59. C. Kenneth Villemarette
106 Alabama Road
Lafayette, LA 70501
Lafayette Parish

60. John H. Wade, Jr.
1111 Julia Street
Rayville, LA 71269
Richland Parish

61. Percy L. Wallace
1725 North 30th Street
Baton Rouge, LA 70802
East Baton Rouge Parish

62. Robert D. Wasson
7939 Jefferson Highway
Baton Rouge, LA 70809
East Baton Rouge Parish

63. David Wright
P.O. Box 178
Grambling, LA 71245
Lincoln Parish

64. Walter C. Wright
1906 Stephen Girard Street
New Orleans, LA 70122
Orleans Parish

ARKANSAS - LOUISIANA

BI-STATE STAFF DEVELOPMENT CONFERENCE FOR HIGHER EDUCATION PERSONNEL

April 24-26, 1974

Arlington Hotel

Hot Springs, Arkansas

Sponsored by

Adult Education Section
Arkansas State Department of Education

Bureau of Adult & Community Education
Louisiana State Department of Education

Region VI Staff Development Project
University of Texas

Division of Continuing Education
University of Arkansas

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TENTATIVE PROGRAM

Tuesday, April 23, 1974 — **Arlington Hotel**

4:00 PM - 6:00 PM — "Early Registration"

Wednesday, April 24, 1974 — **Arlington Hotel**

9:00 AM - 10:00 AM — "Registration"

10:00 AM - 12:00 AM

Presiding - Luther H. Black
Director of Adult Education
Arkansas State Department of Education

Session I - "Initiating Graduate and Undergraduate Courses in Adult Education"

"Welcome"
Dr. A. W. Ford, Commissioner
Arkansas State Department of Education

Jesse N. Stone, Jr.
Assistant Superintendent
Division of Community Services
Louisiana State Department of Education

"Introductions and Announcements"
Luther H. Black

"Bi-State Conference Objectives"
William Keaton
Staff Development Specialist
Arkansas State Department of Education

Robert W. Boyet
Staff Development Specialist
Louisiana State Department of Education

"Overview of Staff Development Project Region VI"
Mr. Buddy Lyle, Project Director
Region VI Staff Development Project

"Initiating Graduate and Undergraduate Courses in Adult Education"
Dr. Donnie Dutton, Head
Department of Adult Education
Memphis State University

12:00 AM - 1:30 PM — Lunch

1:30 PM - 2:30 PM — Session I (Continued)
Group Sessions

Group I
Dr. Rolland Broussard
University of Southwestern Louisiana

Group II
Dr. Crawford Mims
Philander Smith College

Group III
Dr. Don Nelson
Louisiana Tech University

Group IV
Dr. Robert King
Lincoln University

Suggested Topics for Discussion:

1) "Establishing the need for course offerings"

2) "Seeking administrative approval for the initiation of courses"

3) "Selecting instructional personnel"

4) "Scheduling of course offerings"

5) "Securing local adult education personnel support for the course offerings"

2:45 PM - 4:00 PM "Panel Reaction"
Mr. Buddy Lyle, Moderator
Group Leaders I-IV
Staff Development Specialists

Thursday, April 25, 1974 Arlington Hotel

9:00 AM - 10:15 AM Presiding - Mrs. LaVerne P. Knotts
State Director of Adult & Community Education
Louisiana State Department of Education

Session II - "Curriculum Development: Exploration of Content for Graduate and Undergraduate Courses in Adult Education"
Dr. Don Seaman, Head
Department of Adult Education
Texas A&M University

10:30 AM - 11:15 AM "Group Sessions"
Groups I-IV

Suggested Topics for Discussion:

1) "Meeting the immediate needs of local adult education personnel"

2) "Determining priorities for course offerings"

3) "Acquisition and knowledge of available adult education materials"

4) "Determining instructional techniques for various course offerings"

5) "Initiating research activities in adult education"

11:30 AM - 12:00 AM "Group Reports"
Dr. Don Seaman, Panel Moderator
Group Leaders I-IV
State Department Personnel

12:00 AM - 1:30 PM — Lunch

1:30 PM - 4:00 PM — Session II (Continued) - "Major Areas of Instructional Content for College Courses in Adult Education"

"Adult Career Education"
Mr. Robert Arceneaux
Supervisor of Adult Education
Lafayette Parish

"The Concept of Center-Based Instruction"
Mr. Ted Shilling
Supervisor of Adult Education
Lafayette Parish

Mr. Loy Hedgepeth, Director
Northeast Louisiana Learning Center

Mr. Warren Haley
State Supervisor of Adult Education
Arkansas State Department of Education

Mr. R. J. Hampton, Director
Pine Bluff Learning Center

"Teaching Reading to Adults"
Dr. Rolland Broussard
University of Southwestern Louisiana

Mrs. Sue Ellen Marcotte, Instructor
Lafayette Parish Adult Education Center

Dr. Shoppmier
University of Arkansas

"New Areas of Administrative Concern in Adult Education
Mr. William Keaton
Mr. Robert Boyet

Friday, April 26, 1974	Arlington Hotel
9:00 AM - 10:15 AM	Presiding - Dr. Hugh Mills, Dean Division of Continuing Education University of Arkansas Session III - "Teacher Certification and the Development of Degree Programs in Adult Education" Panel - "Teacher Certification Requirements in Other States" Dr. Marshall Morrison, Alabama Mr. Jim Fling, Florida Dr. Donnie Dutton, Tennessee
10:30 AM - 11:15 AM	"Group Meetings by State"
11:15 AM - 11:45 AM	"Summary, Evaluation, and Recommendations"
12:00 Noon	Adjourn

LOUISIANA PARTICIPANTS TO LOUISIANA ARKANSAS

BI-STATE CONFERENCE FOR HIGHER EDUCATION PERSONNEL

1. Louisiana State Department Representatives:

   a. Mrs. LaVerne P. Knotts
      State Director of Education

   b. Mr. Robert W. Boyet
      Staff Development Specialist

   c. Mrs. Marie A. Meno
      Supervisor

2. Louisiana Adult Education Staff Development Coordinating Council Members:

   a. Mrs. Ruby Ball
      Northeast Louisiana University

   b. Dr. Rolland Broussard
      University of Southwestern Louisiana

   c. Dr. Gene McDonald
      Southeastern Louisiana University

   d. Dr. Don Nelson
      Louisiana Tech University

   e. Mrs. Alice Smith
      Grambling College

   f. Dr. Atley Walker
      Southern University-Baton Rouge

   g. Dr. Edwin Stumpf Jr.
      University of New Orleans

   h. Dr. Sam Dauzat
      Louisiana Tech University

   i. Mrs. Selcy Collins
      Southern University-Shreveport

3. Local Adult Education Practitioners:

   a. Dr. Ted Schilling, Supervisor
      Adult Education
      East Baton Rouge Parish School Board

   b. Mr. Loy Hedgepeth, Director
      Northeastern Louisiana Learning Center

   c. Mrs. Suellen Marcotte
      Adult Education Instructor
      Lafayette Parish Vocational-Technical
      and Adult Educational Center

   d. Mrs. Bettye Johnson
      Coordinator of Adult Education
      Jeff Davis Parish School Board

   e. Mr. Robert Arceneaux, Supervisor
      Adult Education
      Lafayette Parish School Board

LOUISIANA STATE DEPARTMENT OF EDUCATION
P. O. BOX 44064
BATON ROUGE, LOUISIANA 70804

DE FORM 514-D

CONTRACTOR OR GRANTEE *(Name and address)*

TEACHER TRAINING PROJECT
ADULT EDUCATION PROGRAM
FINAL EXPENDITURE REPORT

INSTRUCTIONS: An original and three signed copies are to be submitted within thirty days following termination of the project.

MAIL TO:
Louisiana State Department of Education
P. O. Box 44064
Baton Rouge, Louisiana 70804

FISCAL YEAR OF AWARD | CONTRACT OR GRANT NUMBER

PERIOD OF CONTRACT OR GRANT
From To

PART I – EXPENDITURES	AMOUNT BUDGETED (a)	ACTUAL EXPENDITURES (b)	BALANCE (Col a minus Col b) (c)
A. DIRECT COSTS			
1. PERSONNEL SALARIES			
A. PROJECT DIRECTOR	$	$	$
B. OTHER KEY PERSONNEL, IF ANY			
C. INSTRUCTIONAL STAFF AND COUNSELORS *(No. Full Time ; No. Part Time)*			
D. CONSULTANTS *(No.)*			
E. SECRETARIAL AND CLERICAL *(No.)*			
F. OTHER SUPPORTING STAFF *(No.)*			
G. SUBTOTAL FOR PERSONNEL SALARIES			
2. OTHER DIRECT OPERATING COSTS			
A. EMPLOYMENT SERVICES AND BENEFITS			
B. TRAVEL			
C. REQUIRED FEES, IF ANY			
D. COMMUNICATIONS COSTS *(Telephone, postage fees, etc.)*			
E. SUPPLIES, PRINTING, AND PRINTED MATERIALS			
F. EQUIPMENT *(Rentals and purchases)*			
G. RENTAL OF SPACE			
H. MINOR REMODELING OF SPACE			
I. UTILITIES AND CUSTODIAL SERVICES *(If not included in any other item of this section and/or in indirect costs)*			
J. SUBTOTAL – OTHER DIRECT OPERATING COSTS			
3. PARTICIPANT SUPPORT NO. RATE WEEKS			
A. STIPENDS X$ X			
B. DEPENDENCY ALLOWANCE X X			
C. TRAVEL COSTS			
D. SUBTOTAL FOR PARTICIPANT SUPPORT			
4. TOTAL DIRECT COSTS *(Sum of Lines 1G, 2J, 3D)*			
B. COST SHARING			
1. CONTRIBUTIONS OF GRANTEE			
2. CONTRIBUTIONS FROM OTHER SOURCES			
3. TOTAL COST SHARING			
C. TOTAL STATE DIRECT COSTS *(Line A4 minus line B3)*			
D. INDIRECT COSTS *(Not to exceed 8 percent of Total State Direct Costs, Line C)*			
E. TOTAL STATE FUNDS EXPENDED *(Line C plus Line D)*	$	$	$

PART II – CASH SUMMARY	
A. TOTAL AMOUNT OF GRANT	$
B. TOTAL STATE GRANT FUNDS EXPENDED *(Same as Part I, Line E, column b)*	
C. TOTAL GRANT FUNDS RECEIVED FROM STATE GOVERNMENT	
D. BALANCE DUE CONTRACTOR OR GRANTEE AGENCY	$

I CERTIFY THAT ALL OF THE INFORMATION CONTAINED HEREIN IS CORRECT TO THE BEST OF MY KNOWLEDGE

SIGNATURE OF PROJECT DIRECTOR	DATE	SIGNATURE OF FISCAL OFFICER AUTHORIZED TO REPRESENT GRANTEE AGENCY	DATE

LOUISIANA ADULT EDUCATION STAFF DEVELOPMENT PROJECT 1973-1974

LOUISIANA STATE DEPARTMENT OF EDUCATION
P. O. BOX 44064
BATON ROUGE, LOUISIANA 70804

TEACHER TRAINING PROJECT
ADULT EDUCATION PROGRAM
FINAL EXPENDITURE REPORT

DE FORM 514-D
Summary Page

CONTRACTOR OR GRANTEE (Name and address)
State and Federal Costs
Staff Development Project

INSTRUCTIONS: An original and three signed copies are to be submitted within thirty days following termination of the project.

MAIL TO
Louisiana State Department of Education
P. O. Box 44064
Baton Rouge, Louisiana 70804

FISCAL YEAR OF AWARD: 1974
CONTRACT OR GRANT NUMBER:

PERIOD OF CONTRACT OR GRANT
From May 1, 1973 To May 31, 1974

PART I – EXPENDITURES	State Costs	Federal Costs	Total
A. DIRECT COSTS			
1. PERSONNEL SALARIES			
A. PROJECT DIRECTOR	$17,625.10	$ -0-	$17,625.10
B. OTHER KEY PERSONNEL, IF ANY	6,000.00	-0-	6,000.00
C. INSTRUCTIONAL STAFF AND COUNSELORS (No. Full Time ; No. Part Time)	33,464.01	10,597.67	44,061.68
D. CONSULTANTS (No.)	1,850.00	700.00	2,550.00
E. SECRETARIAL AND CLERICAL (No.)	8,908.32	5,115.17	14,023.49
F. OTHER SUPPORTING STAFF (No.)			
G. SUBTOTAL FOR PERSONNEL SALARIES	67,847.43	16,412.84	84,260.27
2. OTHER DIRECT OPERATING COSTS			
A. EMPLOYMENT SERVICES AND BENEFITS	3,603.94	1,026.71	4,630.65
B. TRAVEL	20,189.83	678.86	20,868.69
C. REQUIRED FEES, IF ANY	7,530.27		7,530.27
D. COMMUNICATIONS COSTS (Telephone, postage fees, etc.)	659.13	213.47	872.60
E. SUPPLIES, PRINTING, AND PRINTED MATERIALS	32,072.29	4,347.21	36,419.50
F. EQUIPMENT (Rentals and purchases)	1,640.48		1,640.48
G. RENTAL OF SPACE			
H. MINOR REMODELING OF SPACE			
I. UTILITIES AND CUSTODIAL SERVICES (If not included in any other item of this section and/or in indirect costs)			
J. SUBTOTAL – OTHER DIRECT OPERATING COSTS	65,695.94	6,266.25	71,962.19
3. PARTICIPANT SUPPORT (NO. RATE WEEKS)			
A. STIPENDS (X$ X)	27,237.40		27,237.40
B. DEPENDENCY ALLOWANCE (X X)			
C. TRAVEL COSTS	7,360.93	8,912.00	16,272.93
D. SUBTOTAL FOR PARTICIPANT SUPPORT	34,598.33	8,912.00	43,510.33
4. TOTAL DIRECT COSTS (Sum of Lines 1G, 2J, 3D)	168,141.70	31,591.09	199,732.79
B. COST SHARING			
1. CONTRIBUTIONS OF GRANTEE			
2. CONTRIBUTIONS FROM OTHER SOURCES			
3. TOTAL COST SHARING			
C. TOTAL DIRECT COSTS (Line A4 minus line B3)	168,141.70	31,591.09	199,732.79
D. INDIRECT COSTS (Not to exceed 8 percent of Total State Direct Costs, Line C)	12,619.06		12,619.06
E. TOTAL FUNDS EXPENDED (Line C plus Line D)	$180,760.76	$31,591.09	$212,351.85

PART II – CASH SUMMARY	
A. TOTAL AMOUNT OF GRANTS	$212,351.85
B. TOTAL STATE Salary	14,000.00
C. TOTAL FUNDS RECEIVED FROM Local Systems	13,983.72
D. Total	$239,335.57

I CERTIFY THAT ALL OF THE INFORMATION CONTAINED HEREIN IS CORRECT TO THE BEST OF MY KNOWLEDGE

SIGNATURE OF PROJECT DIRECTOR	DATE	SIGNATURE OF FISCAL OFFICER AUTHORIZED TO REPRESENT GRANTEE AGENCY	DATE

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LOUISIANA ADULT EDUCATION STAFF DEVELOPMENT PROJECT-1973-74

LOUISIANA STATE DEPARTMENT OF EDUCATION
P. O. BOX 44064
BATON ROUGE, LOUISIANA 70804

TEACHER TRAINING PROJECT
ADULT EDUCATION PROGRAM
FINAL EXPENDITURE REPORT

DE FORM 514-D
Summary of State Costs-Page 1

CONTRACTOR OR GRANTEE (Name and address)

State Grants to Higher Education Institution for training workshops

INSTRUCTIONS: An original and three signed copies are to be submitted within thirty days following termination of the project.

MAIL TO
Louisiana State Department of Education
P. O. Box 44064
Baton Rouge, Louisiana 70804

FISCAL YEAR OF AWARD	CONTRACT OR GRANT NUMBER
1974	4-ABE-73; 1-ABE-73; and 17-A-73

PERIOD OF CONTRACT OR GRANT
From June 1, 1973 To May 31, 1974

PART I – EXPENDITURES	USL Staff Development Project	LA Tech Reading Institute	Southern U. Reach and Teach Project
A. DIRECT COSTS			
1. PERSONNEL SALARIES			
A. PROJECT DIRECTOR	$ 1,200.00	$ 848.44	$ 14,666.66
B. OTHER KEY PERSONNEL, IF ANY	1,200.00		
C. INSTRUCTIONAL STAFF AND COUNSELORS (No. Full Time ; No. Part Time)	16,330.00	1,279.00	1,250.01
D. CONSULTANTS (No.)	650.00	800.00	
E. SECRETARIAL AND CLERICAL (No.)	361.41		3,169.69
F. OTHER SUPPORTING STAFF (No.			
G. SUBTOTAL FOR PERSONNEL SALARIES	19,741.41	2,927.44	19,086.36
2. OTHER DIRECT OPERATING COSTS			
A. EMPLOYMENT SERVICES AND BENEFITS	180.06	219.55	2,883.33
B. TRAVEL	*9,371.90	433.05	1,410.61
C. REQUIRED FEES, IF ANY	6,467.77	1,062.50	
D. COMMUNICATIONS COSTS (Telephone, postage fees, etc.)	288.20	32.00	128.97
E. SUPPLIES, PRINTING, AND PRINTED MATERIALS	7,054.99	324.51	19,074.80
F. EQUIPMENT (Rentals and purchases)	135.45	500.00	125.00
G. RENTAL OF SPACE			
H. MINOR REMODELING OF SPACE			
I. UTILITIES AND CUSTODIAL SERVICES (If not included in any other item of this section and/or in indirect costs)			
J. SUBTOTAL – OTHER DIRECT OPERATING COSTS	23,498.37	2,571.61	23,622.71
3. PARTICIPANT SUPPORT (NO. RATE WEEKS)			
A. STIPENDS (X$ X)	19,875.00		7,362.40
B. DEPENDENCY ALLOWANCE (X X)			
C. TRAVEL COSTS	4,828.14		2,532.79
D. SUBTOTAL FOR PARTICIPANT SUPPORT	24,703.14		9,895.19
4. TOTAL DIRECT COSTS (Sum of Lines 1G, 2J, 3D)	67,942.92	5,499.05	52,604.26
B. COST SHARING			
1. CONTRIBUTIONS OF GRANTEE			
2. CONTRIBUTIONS FROM OTHER SOURCES			
3. TOTAL COST SHARING			
C. TOTAL STATE DIRECT COSTS (Line A4 minus line B3)	67,942.92	5,499.05	52,604.26
D. INDIRECT COSTS (Not to exceed 8 percent of Total State Direct Costs, Line C)	5,435.43		4,206.00
E. TOTAL STATE FUNDS EXPENDED (Line C plus Line D)	$ 73,378.35	$ 5,499.05	$ 56,810.26

PART II – CASH SUMMARY	
A. TOTAL AMOUNT OF GRANT	$
B. TOTAL STATE GRANT FUNDS EXPENDED (Same as Part I, Line E, column b)	
C. TOTAL GRANT FUNDS RECEIVED FROM STATE GOVERNMENT	
D. BALANCE DUE CONTRACTOR OR GRANTEE AGENCY	$

I CERTIFY THAT ALL OF THE INFORMATION CONTAINED HEREIN IS CORRECT TO THE BEST OF MY KNOWLEDGE

SIGNATURE OF PROJECT DIRECTOR	DATE	SIGNATURE OF FISCAL OFFICER AUTHORIZED TO REPRESENT GRANTEE AGENCY	DATE

*Includes $3,330.96 of travel costs for support of state-wide supervisors' conference

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LOUISIANA STATE DEPARTMENT OF EDUCATION
P. O. BOX 44064
BATON ROUGE, LOUISIANA 70804

TEACHER TRAINING PROJECT
ADULT EDUCATION PROGRAM
FINAL EXPENDITURE REPORT

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Summary of State Costs-Page 2

CONTRACTOR OR GRANTEE (Name and address)

(State Grants to Higher Education Institution for Training Workshops)

INSTRUCTIONS: An original and three signed copies are to be submitted within thirty days following termination of the project.

MAIL TO:
Louisiana State Department of Education
P. O. Box 44064
Baton Rouge, Louisiana 70804

FISCAL YEAR OF AWARD: 1974

CONTRACT OR GRANT NUMBER: 3-ABE-73 & 2-ABE-73

PERIOD OF CONTRACT OR GRANT
From June 1, 1973 To May 31, 1974

PART I – EXPENDITURES		Southern U. Shreveport Read. Instit.	Southern U. New Orleans Curr. Dev. Program	Total
A. DIRECT COSTS				
1. PERSONNEL SALARIES				
A. PROJECT DIRECTOR		$ 910.00	$	$17,625.10
B. OTHER KEY PERSONNEL, IF ANY			4,800.00	6,000.00
C. INSTRUCTIONAL STAFF AND COUNSELORS (No. Full Time ; No. Part Time)		900.00	13,705.00	33,464.01
D. CONSULTANTS (No.)		400.00		1,850.00
E. SECRETARIAL AND CLERICAL (No.)		462.00	4,915.22	8,908.32
F. OTHER SUPPORTING STAFF (No.)				
G. SUBTOTAL FOR PERSONNEL SALARIES		2,672.00	23,420.22	67,847.43
2. OTHER DIRECT OPERATING COSTS				
A. EMPLOYMENT SERVICES AND BENEFITS		321.00		3,603.94
B. TRAVEL		200.00	8,774.27	20,189.83
C. REQUIRED FEES, IF ANY				7,530.27
D. COMMUNICATIONS COSTS (Telephone, postage fees, etc.)		200.00	9.96	659.13
E. SUPPLIES, PRINTING, AND PRINTED MATERIALS		1,680.32	3,937.67	32,072.29
F. EQUIPMENT (Rentals and purchases)		519.68	360.35	1,640.48
G. RENTAL OF SPACE				
H. MINOR REMODELING OF SPACE				
I. UTILITIES AND CUSTODIAL SERVICES (If not included in any other item of this section and/or in indirect costs)				
J. SUBTOTAL – OTHER DIRECT OPERATING COSTS		2,921.00	13,082.25	65,695.94
3. PARTICIPANT SUPPORT	NO. RATE WEEKS			
A. STIPENDS	X$ X			27,237.40
B. DEPENDENCY ALLOWANCE	X X			
C. TRAVEL COSTS				7,360.93
D. SUBTOTAL FOR PARTICIPANT SUPPORT				34,598.33
4. TOTAL DIRECT COSTS (Sum of Lines 1G, 2J, 3D)		5,593.00	36,502.47	168,141.70
B. COST SHARING				
1. CONTRIBUTIONS OF GRANTEE				
2. CONTRIBUTIONS FROM OTHER SOURCES				
3. TOTAL COST SHARING				
C. TOTAL STATE DIRECT COSTS (Line A4 minus line B3)		5,593.00	36,502.47	168,141.70
D. INDIRECT COSTS (Not to exceed 8 percent of Total State Direct Costs, Line C)			2,977.63	12,619.06
E. TOTAL STATE FUNDS EXPENDED (Line C plus Line D)		$ 5,593.00	$ 39,480.10	$ 180,760.76

PART II – CASH SUMMARY	
A. TOTAL AMOUNT OF GRANT $	180,760.76
B. TOTAL STATE FUNDS EXPENDED (Same as Part I, Line E, column b) Staff Salary	14,000.00
C. TOTAL FUNDS RECEIVED FROM Local Systems	13,983.72
D. Total State Funds	208,744.48

I CERTIFY THAT ALL OF THE INFORMATION CONTAINED HEREIN IS CORRECT TO THE BEST OF MY KNOWLEDGE

SIGNATURE OF PROJECT DIRECTOR	DATE	SIGNATURE OF FISCAL OFFICER AUTHORIZED TO REPRESENT GRANTEE AGENCY	DATE

LOUISIANA STATE DEPARTMENT OF EDUCATION
P. O. BOX 44064
BATON ROUGE, LOUISIANA 70804

TEACHER TRAINING PROJECT
ADULT EDUCATION PROGRAM
FINAL EXPENDITURE REPORT

DE FORM 514-D

CONTRACTOR OR GRANTEE (Name and address)
University of Southwestern Louisian
East University Avenue
Lafayette, LA 70501

INSTRUCTIONS: An original and three signed copies are to be submitted within thirty days following termination of the project.

MAIL TO
Louisiana State Department of Education
P. O. Box 44064
Baton Rouge, Louisiana 70804

FISCAL YEAR OF AWARD: 1973-74
CONTRACT OR GRANT NUMBER: 4-ABE-73
PERIOD OF CONTRACT OR GRANT: From 6-1-73 To 5-31-74

PART I – EXPENDITURES	AMOUNT BUDGETED (a)	ACTUAL EXPENDITURES (b)	BALANCE (Col a minus Col b) (c)
A. DIRECT COSTS			
1. PERSONNEL SALARIES			
A. PROJECT DIRECTOR	$ 1,200.00	$ 1,200.00	$ - 0 -
B. OTHER KEY PERSONNEL, IF ANY	1,200.00	1,200.00	- 0 -
C. INSTRUCTIONAL STAFF AND COUNSELORS (No. Full Time ; No. Part Time)	18,400.00	16,330.00	2,070.00
D. CONSULTANTS (No.)	700.00	650.00	50.00
E. SECRETARIAL AND CLERICAL (No.)	530.00	361.41	168.59
F. OTHER SUPPORTING STAFF (No.)			
G. SUBTOTAL FOR PERSONNEL SALARIES	22,030.00	19,741.41	2,288.59
2. OTHER DIRECT OPERATING COSTS			
A. EMPLOYMENT SERVICES AND BENEFITS	380.00	180.06	199.94
B. TRAVEL	10,779.09	9,371.90	1,407.19
C. REQUIRED FEES, IF ANY	6,467.77	6,467.77	- 0 -
D. COMMUNICATIONS COSTS (Telephone, postage fees, etc.)	551.95	288.20	263.75
E. SUPPLIES, PRINTING, AND PRINTED MATERIALS	8,000.00	7,054.99	945.01
F. EQUIPMENT (Rentals and purchases)	148.05	135.45	12.60
G. RENTAL OF SPACE			
H. MINOR REMODELING OF SPACE			
I. UTILITIES AND CUSTODIAL SERVICES (If not included in any other item of this section and/or in indirect costs)			
J. SUBTOTAL – OTHER DIRECT OPERATING COSTS	26,326.86	23,498.37	2,828.49
3. PARTICIPANT SUPPORT (NO. RATE WEEKS)			
A. STIPENDS (X$ X)	19,875.00	19,875.00	- 0 -
B. DEPENDENCY ALLOWANCE (X X)			
C. TRAVEL COSTS	4,828.14	4,828.14	- 0 -
D. SUBTOTAL FOR PARTICIPANT SUPPORT	24,703.14	24,703.14	- 0 -
4. TOTAL DIRECT COSTS (Sum of Lines 1G, 2J, 3D)	73,060.00	67,942.92	5,117.08
B. COST SHARING			
1. CONTRIBUTIONS OF GRANTEE			
2. CONTRIBUTIONS FROM OTHER SOURCES	5,904.06	5,904.06	- 0 -
3. TOTAL COST SHARING			
C. TOTAL STATE DIRECT COSTS (Line A4 minus line B3)			
D. INDIRECT COSTS (Not to exceed 8 percent of Total State Direct Costs, Line C)	5,844.80	5,435.43	409.37
E. TOTAL STATE FUNDS EXPENDED (Line C plus Line D)	$84,808.86	$79,282.41	$ 5,526.45

PART II – CASH SUMMARY	
A. TOTAL AMOUNT OF GRANT	$ 84,808.86
B. TOTAL STATE GRANT FUNDS EXPENDED (Same as Part I, Line E, column b)	79,282.41
C. TOTAL GRANT FUNDS RECEIVED FROM STATE GOVERNMENT	84,808.86
D. BALANCE DUE CONTRACTOR OR GRANTEE AGENCY	$ 5,526.45

I CERTIFY THAT ALL OF THE INFORMATION CONTAINED HEREIN IS CORRECT TO THE BEST OF MY KNOWLEDGE

SIGNATURE OF PROJECT DIRECTOR	DATE	SIGNATURE OF FISCAL OFFICER AUTHORIZED TO REPRESENT GRANTEE AGENCY	DATE
Louis B Rath Jr.	7-11-74	Ovey Hargrave	7-11-74

Ovey Hargrave
Business Manager & Comptroller

Bernice S. Johns N.P.

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LOUISIANA STATE DEPARTMENT OF EDUCATION
P. O. BOX 44064
BATON ROUGE, LOUISIANA 70804

TEACHER TRAINING PROJECT
ADULT EDUCATION PROGRAM
FINAL EXPENDITURE REPORT

DE FORM 814-D

CONTRACTOR OR GRANTEE (Name and address)
Louisiana Tech University
Ruston, LA 71270

INSTRUCTIONS: An original and three signed copies are to be submitted within thirty days following termination of the project.

MAIL TO:
Louisiana State Department of Education
P. O. Box 44064
Baton Rouge, Louisiana 70804

FISCAL YEAR OF AWARD	CONTRACT OR GRANT NUMBER
1973	1-ABE-73

PERIOD OF CONTRACT OR GRANT
From 4-1-73 To 7-31-73

PART I – EXPENDITURES	AMOUNT BUDGETED (a)	ACTUAL EXPENDITURES (b)	BALANCE (Col a minus Col b) (c)
A. DIRECT COSTS			
1. PERSONNEL SALARIES			
A. PROJECT DIRECTOR 40%	$ 852.67	$ 848.44	$ 4.23
B. OTHER KEY PERSONNEL, IF ANY			
C. INSTRUCTIONAL STAFF AND COUNSELORS (No. Full Time 1 at 60% ; No. Part Time)	1279.00	1279.00	None
D. CONSULTANTS # of days 8 (No.)	800.00	800.00	None
E. SECRETARIAL AND CLERICAL (No.)			
F. OTHER SUPPORTING STAFF (No.)			
G. SUBTOTAL FOR PERSONNEL SALARIES	2931.67	2927.44	4.23
2. OTHER DIRECT OPERATING COSTS			
A. EMPLOYMENT SERVICES AND BENEFITS	219.88	219.55	.33
B. TRAVEL	450.00	433.05	16.95
C. REQUIRED FEES, IF ANY	1062.50	1062.50	None
D. COMMUNICATIONS COSTS (Telephone, postage fees, etc.)	35.00	32.00	3.00
E. SUPPLIES, PRINTING, AND PRINTED MATERIALS	300.00	294.31	5.69
F. EQUIPMENT (Rentals and purchases) (in kind)	500.00	500.00 in kind	None
G. RENTAL OF SPACE			
H. MINOR REMODELING OF SPACE			
I. UTILITIES AND CUSTODIAL SERVICES (If not included in any other item of this section and/or in indirect costs)			
J. SUBTOTAL – OTHER DIRECT OPERATING COSTS	2567.38	2541.41	25.97
3. PARTICIPANT SUPPORT (NO. RATE WEEKS)			
A. STIPENDS X$ X			
B. DEPENDENCY ALLOWANCE X X			
C. TRAVEL COSTS			
D. SUBTOTAL FOR PARTICIPANT SUPPORT			
4. TOTAL DIRECT COSTS (Sum of Lines 1G, 2J, 3D)	5499.05	5468.85	30.20
B. COST SHARING			
1. CONTRIBUTIONS OF GRANTEE (in kind)	500.00	(in kind) 500.00	None
2. CONTRIBUTIONS FROM OTHER SOURCES			
3. TOTAL COST SHARING	500.00	500.00	None
C. TOTAL STATE DIRECT COSTS (Line A4 minus line B3)	4999.05	4968.85	30.20
D. INDIRECT COSTS (Not to exceed 8 percent of Total State Direct Costs, Line C)			
E. TOTAL STATE FUNDS EXPENDED (Line C plus Line D)	$ 4999.05	$ 4968.85	$ 30.20

PART II – CASH SUMMARY	
A. TOTAL AMOUNT OF GRANT	$ 5499.05
B. TOTAL STATE GRANT FUNDS EXPENDED (Same as Part I, Line E, column b)	4968.85
C. TOTAL GRANT FUNDS RECEIVED FROM STATE GOVERNMENT	4999.05
D. BALANCE DUE CONTRACTOR OR GRANTEE AGENCY	$ 30.20

I CERTIFY THAT ALL OF THE INFORMATION CONTAINED HEREIN IS CORRECT TO THE BEST OF MY KNOWLEDGE

SIGNATURE OF PROJECT DIRECTOR	DATE	SIGNATURE OF FISCAL OFFICER AUTHORIZED TO REPRESENT GRANTEE AGENCY	DATE
Sam V. Dauzat	9-13-73	J. A. Prunty	9/20/73

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LOUISIANA STATE DEPARTMENT OF EDUCATION
P. O. BOX 44064
BATON ROUGE, LOUISIANA 70804

DE FORM 514-D

TEACHER TRAINING PROJECT
ADULT EDUCATION PROGRAM
FINAL EXPENDITURE REPORT

CONTRACTOR OR GRANTEE (Name and address)

Southern University
Baton Rouge, La. 70813

INSTRUCTIONS: An original and three signed copies are to be submitted within thirty days following termination of the project.

MAIL TO:
Louisiana State Department of Education
P. O. Box 44064
Baton Rouge, Louisiana 70804

FISCAL YEAR OF AWARD: 73-74

CONTRACT OR GRANT NUMBER: 17 A 73

PERIOD OF CONTRACT OR GRANT
From June 1, 1973 To May 31, 1974

PART I – EXPENDITURES		AMOUNT BUDGETED (a)	ACTUAL EXPENDITURES (b)	BALANCE (Col a minus Col b) (c)
A. DIRECT COSTS				
1. PERSONNEL SALARIES				
A. PROJECT DIRECTOR		$ 16,000.00	$ 14,666.66	$ 1,333.34
B. OTHER KEY PERSONNEL, IF ANY				
C. INSTRUCTIONAL STAFF AND COUNSELORS (No. Full Time ; No. Part Time)		1,800.00	1,250.01	549.99
D. CONSULTANTS (No.)		375.00	-0-	375.00
E. SECRETARIAL AND CLERICAL (No.)		5,000.00	3,169.69	1,830.31
F. OTHER SUPPORTING STAFF (No.)				
G. SUBTOTAL FOR PERSONNEL SALARIES				
2. OTHER DIRECT OPERATING COSTS				
A. EMPLOYMENT SERVICES AND BENEFITS		2,906.00	2,883.33	22.67
B. TRAVEL		10,545.00	1,410.61	9,134.39
C. REQUIRED FEES, IF ANY				
D. COMMUNICATIONS COSTS (Telephone, postage fees, etc.)		360.00	128.97	231.03
E. SUPPLIES, PRINTING, AND PRINTED MATERIALS		2,260.00	19,074.80	(16,814.80)
F. EQUIPMENT (Rentals and purchases)		200.00	125.00	75.00
G. RENTAL OF SPACE				
H. MINOR REMODELING OF SPACE				
I. UTILITIES AND CUSTODIAL SERVICES (If not included in any other item of this section and/or in indirect costs)				
J. SUBTOTAL – OTHER DIRECT OPERATING COSTS				
3. PARTICIPANT SUPPORT	NO. RATE WEEKS			
A. STIPENDS	75 x$ 75 x 2	11,250.00	7,362.40	3,887.60
B. DEPENDENCY ALLOWANCE	X X			
C. TRAVEL COSTS		1,875.00	2,532.79	(657.79)
D. SUBTOTAL FOR PARTICIPANT SUPPORT				
4. TOTAL DIRECT COSTS (Sum of Lines 1G, 2J, 3D)				
B. COST SHARING				
1. CONTRIBUTIONS OF GRANTEE				
2. CONTRIBUTIONS FROM OTHER SOURCES				
3. TOTAL COST SHARING				
C. TOTAL STATE DIRECT COSTS (Line A4 minus line B3)				
D. INDIRECT COSTS (Not to exceed 8 percent of Total State Direct Costs, Line C)		4,206.00	4,206.00	-0-
E. TOTAL STATE FUNDS EXPENDED (Line C plus Line D)		$ 56,777.00	$ 56,810.26	$ (33.26)

PART II – CASH SUMMARY	
A. TOTAL AMOUNT OF GRANT	$ 56,771.00
B. TOTAL STATE GRANT FUNDS EXPENDED (Same as Part I, Line E, column b)	56,810.26
C. TOTAL GRANT FUNDS RECEIVED FROM STATE GOVERNMENT	56,771.00
D. BALANCE DUE CONTRACTOR OR GRANTEE AGENCY	$ 33.26

I CERTIFY THAT ALL OF THE INFORMATION CONTAINED HEREIN IS CORRECT TO THE BEST OF MY KNOWLEDGE

SIGNATURE OF PROJECT DIRECTOR	DATE	SIGNATURE OF FISCAL OFFICER AUTHORIZED TO REPRESENT GRANTEE AGENCY	DATE
Cecil C. Taylor	7/31/74	Tobe E. White, Comptroller	7/31/74

LOUISIANA STATE DEPARTMENT OF EDUCATION
P. O. BOX 44064
BATON ROUGE, LOUISIANA 70804

TEACHER TRAINING PROJECT
ADULT EDUCATION PROGRAM
FINAL EXPENDITURE REPORT

DE FORM 814-D

CONTRACTOR OR GRANTEE (Name and address)
Southern University - Shreveport
3050 Cooper Road
Shreveport, Louisiana 71107

INSTRUCTIONS: An original and three signed copies are to be submitted within thirty days following termination of the project.

MAIL TO:
Louisiana State Department of Education
P. O. Box 44064
Baton Rouge, Louisiana 70804

FISCAL YEAR OF AWARD: 1973
CONTRACT OR GRANT NUMBER: 2 - ABE - 73
PERIOD OF CONTRACT OR GRANT: From 6/15/73 To 7/6/73

PART I – EXPENDITURES	AMOUNT BUDGETED (a)	ACTUAL EXPENDITURES (b)	BALANCE (Col a minus Col b) (c)
A. DIRECT COSTS			
1. PERSONNEL SALARIES			
A. PROJECT DIRECTOR	$ 910.00	$ 910.00	$ 00.00
B. OTHER KEY PERSONNEL, IF ANY			
C. INSTRUCTIONAL STAFF AND COUNSELORS (No. Full Time 1 ; No. Part Time)	900.00	900.00	00.00
D. CONSULTANTS (No. 2)	400.00	400.00	00.00
E. SECRETARIAL AND CLERICAL (No. 2)	462.00	462.00	00.00
F. OTHER SUPPORTING STAFF (No.)			
G. SUBTOTAL FOR PERSONNEL SALARIES	2,672.00	2,672.00	00.00
2. OTHER DIRECT OPERATING COSTS			
A. EMPLOYMENT SERVICES AND BENEFITS	321.00	321.00	00.00
B. TRAVEL	200.00	200.00	00.00
C. REQUIRED FEES, IF ANY			
D. COMMUNICATIONS COSTS (Telephone, postage fees, etc.)	200.00	200.00	00.00
E. SUPPLIES, PRINTING, AND PRINTED MATERIALS	1,680.32	1,680.32	00.00
F. EQUIPMENT (Rentals and purchases)	519.68	519.68	00.00
G. RENTAL OF SPACE			
H. MINOR REMODELING OF SPACE			
I. UTILITIES AND CUSTODIAL SERVICES (If not included in any other item of this section and/or in indirect costs)			
J. SUBTOTAL – OTHER DIRECT OPERATING COSTS	2,921.00	2,921.00	00.00
3. PARTICIPANT SUPPORT (NO. RATE WEEKS)			
A. STIPENDS (X$ X)			
B. DEPENDENCY ALLOWANCE (X X)			
C. TRAVEL COSTS			
D. SUBTOTAL FOR PARTICIPANT SUPPORT			
4. TOTAL DIRECT COSTS (Sum of Lines 1G, 2J, 3D)	5,593.00	5,593.00	00.00
B. COST SHARING			
1. CONTRIBUTIONS OF GRANTEE	1,597.00	1,597.00	00.00
2. CONTRIBUTIONS FROM OTHER SOURCES			
3. TOTAL COST SHARING			
C. TOTAL STATE DIRECT COSTS (Line A4 minus line B3)			
D. INDIRECT COSTS (Not to exceed 8 percent of Total State Direct Costs, Line C)			
E. TOTAL STATE FUNDS EXPENDED (Line C plus Line D)	$5,593.00	$ 5,593.00	$ 00.00

PART II – CASH SUMMARY	
A. TOTAL AMOUNT OF GRANT	$ 5,593.00
B. TOTAL STATE GRANT FUNDS EXPENDED (Same as Part I, Line E, column b)	5,593.00
C. TOTAL GRANT FUNDS RECEIVED FROM STATE GOVERNMENT	5,593.00
D. BALANCE DUE CONTRACTOR OR GRANTEE AGENCY	$ 00.00

I CERTIFY THAT ALL OF THE INFORMATION CONTAINED HEREIN IS CORRECT TO THE BEST OF MY KNOWLEDGE

SIGNATURE OF PROJECT DIRECTOR	DATE	SIGNATURE OF FISCAL OFFICER AUTHORIZED TO REPRESENT GRANTEE AGENCY	DATE
Robert J Williams	8/29/73	Faculty W. Morgan	

LOUISIANA STATE DEPARTMENT OF EDUCATION
P. O. BOX 44064
BATON ROUGE, LOUISIANA 70804

TEACHER TRAINING PROJECT
ADULT EDUCATION PROGRAM
FINAL EXPENDITURE REPORT

DE FORM 514-D

CONTRACTOR OR GRANTEE (Name and address)
Southern University
Baton Rouge, LA 70813

INSTRUCTIONS: An original and three signed copies are to be submitted within thirty days following termination of the project.

MAIL TO:
Louisiana State Department of Education
P. O. Box 44064
Baton Rouge, Louisiana 70804

FISCAL YEAR OF AWARD

CONTRACT OR GRANT NUMBER

PERIOD OF CONTRACT OR GRANT
From 7-1-73 To 6-30-74

PART I – EXPENDITURES	AMOUNT BUDGETED (a)	ACTUAL EXPENDITURES (b)	BALANCE (Columns Col b)
A. DIRECT COSTS			
1. PERSONNEL SALARIES			
A. PROJECT DIRECTOR	$	$	$
B. OTHER KEY PERSONNEL, IF ANY	4,879.00	4,800.00	79.00
C. INSTRUCTIONAL STAFF AND COUNSELORS (No. Full Time ; No. Part Time)	15,750.00	13,705.00	2,045.00
D. CONSULTANTS (No.)	1,125.00	-0-	1,125.00
E. SECRETARIAL AND CLERICAL (No.)	5,976.00	4,915.22	1,060.78
F. OTHER SUPPORTING STAFF (No.)			
G. SUBTOTAL FOR PERSONNEL SALARIES			
2. OTHER DIRECT OPERATING COSTS			
A. EMPLOYMENT SERVICES AND BENEFITS			
B. TRAVEL	14,406.00	8,774.27	5,631.73
C. REQUIRED FEES, IF ANY	-0-		
D. COMMUNICATIONS COSTS (Telephone, postage fees, etc.)	300.00	9.96	290.04
E. SUPPLIES, PRINTING, AND PRINTED MATERIALS	5,000.00	3,937.67	1,062.33
F. EQUIPMENT (Rentals and purchases)	100.00	360.35	(260.35)
G. RENTAL OF SPACE	-0-		
H. MINOR REMODELING OF SPACE	-0-		
I. UTILITIES AND CUSTODIAL SERVICES (If not included in any other item of this section and/or in indirect costs)			
J. SUBTOTAL – OTHER DIRECT OPERATING COSTS			
3. PARTICIPANT SUPPORT (NO. RATE WEEKS)			
A. STIPENDS (X$ X)			
B. DEPENDENCY ALLOWANCE (X X)			
C. TRAVEL COSTS			
D. SUBTOTAL FOR PARTICIPANT SUPPORT			
4. TOTAL DIRECT COSTS (Sum of Lines 1G, 2J, 3D)			
B. COST SHARING – Refunded to Dept. of Ed. 1. CONTRIBUTIONS OF GRANTEE	(15,000.00)		(15,000.00)
2. CONTRIBUTIONS FROM OTHER SOURCES			
3. TOTAL COST SHARING			
C. TOTAL STATE DIRECT COSTS (Line A4 minus line B3)			
D. INDIRECT COSTS (Not to exceed 8 percent of Total State Direct Costs, Line C)	3,803.00	2,977.63	825.37
E. TOTAL STATE FUNDS EXPENDED (Line C plus Line D)	$ 36,339.00	$ 39,480.10	$ 3,141.10

PART II – CASH SUMMARY	
A. TOTAL AMOUNT OF GRANT	$ 36,339.00
B. TOTAL STATE GRANT FUNDS EXPENDED (Same as at I, Line E, column b)	39,480.10
C. TOTAL GRANT FUNDS RECEIVED FROM STATE GOVERNMENT	39,480.10
D. BALANCE DUE CONTRACTOR OR GRANTEE AGENCY	$ 3,141.10

I CERTIFY THAT ALL OF THE INFORMATION CONTAINED HEREIN IS CORRECT TO THE BEST OF MY KNOWLEDGE

SIGNATURE OF PROJECT DIRECTOR	DATE	SIGNATURE OF FISCAL OFFICER AUTHORIZED TO REPRESENT GRANTEE AGENCY	DATE
Bernice Bailey	10/31/74	John Eubanks	10/30/74

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EXPENDITURES IN IN-SERVICE EDUCATION

FY '73 - '74

PARISH	ABE	252
Acadia	285.70	22.80
Bossier	1,254.81	323.19
East Baton Rouge	3,155.38	2,085.75
East Feliciana	3.00	
Evangeline	192.50	
Jefferson Davis	255.00	
Lafayette	197.80	
Lafourche	246.96	173.04
Natchitoches	1,305.00	539.00
Orleans		3,066.00
St. James	288.00	
St. Mary	90.00	130.00
Webster	126.00	126.00
City of Monore		117.79
TOTALS	7,400.15	6,583.57

LOUISIANA ADULT EDUCATION STAFF DEVELOPMENT PROJECT-1973-74

LOUISIANA STATE DEPARTMENT OF EDUCATION
P. O. BOX 44064
BATON ROUGE, LOUISIANA 70804

TEACHER TRAINING PROJECT
ADULT EDUCATION PROGRAM
FINAL EXPENDITURE REPORT

DE FORM 514-D
Summary of Federal Costs

CONTRACTOR OR GRANTEE (Name and address)
University of Texas Region VI
Staff Development Funds

INSTRUCTIONS: An original and three signed copies are to be submitted within thirty days following termination of the project.

MAIL TO:
Louisiana State Department of Education
P. O. Box 44064
Baton Rouge, Louisiana 70804

FISCAL YEAR OF GRANT: 1974
CONTRACT OR GRANT NUMBER:
PERIOD OF CONTRACT OR GRANT: From May 1, 1973 To May 31, 1974

PART I – EXPENDITURES	Total of 11 UT Grants for 3 hrs. courses	Regional Costs	UT Grant to USL
A. DIRECT COSTS			
1. PERSONNEL SALARIES			
A. PROJECT DIRECTOR	$	$	$
B. OTHER KEY PERSONNEL, IF ANY			
C. INSTRUCTIONAL STAFF AND COUNSELORS (No. Full Time ; No. Part Time)	10,597.67	*	
D. CONSULTANTS (No.)	300.00	400.00	
E. SECRETARIAL AND CLERICAL (No.)	500.00		4,615.17
F. OTHER SUPPORTING STAFF (No.)			
G. SUBTOTAL FOR PERSONNEL SALARIES	11,397.67	400.00	4,615.17
2. OTHER DIRECT OPERATING COSTS			
A. EMPLOYMENT SERVICES AND BENEFITS	733.82		292.89
B. TRAVEL (*See Below)	678.86		
C. REQUIRED FEES, IF ANY			
D. COMMUNICATIONS COSTS (Telephone, postage fees, etc.)	213.47		
E. SUPPLIES, PRINTING, AND PRINTED MATERIALS	3,351.21		996.00
F. EQUIPMENT (Rentals and purchases)			
G. RENTAL OF SPACE			
H. MINOR REMODELING OF SPACE			
I. UTILITIES AND CUSTODIAL SERVICES (If not included in any other item of this section and/or in indirect costs)			
J. SUBTOTAL – OTHER DIRECT OPERATING COSTS	4,977.36	-0-	1,288.89
3. Travel			
A. Coordinating Council x$ x		3,202.88	
B. Regional Meetings x x		5,709.12	
C.			
D. SUBTOTAL FOR Travel		8,912.00	
4. TOTAL DIRECT COSTS (Sum of Lines 1G, 2J, 3D)			
B. COST SHARING			
1. CONTRIBUTIONS OF GRANTEE			
2. CONTRIBUTIONS FROM OTHER SOURCES			
3. TOTAL COST SHARING			
C. TOTAL DIRECT COSTS (Line A4 minus line B3)			
D. INDIRECT COSTS (Not to exceed 8 percent of Total State Direct Costs, Line C)			
E. TOTAL FUNDS EXPENDED (Line C plus Line D)	$ 16,375.03	$ 9,312.00	$ 5,904.06

PART II – CASH SUMMARY	
A. TOTAL AMOUNT OF GRANT From UT Regional Funds	$ 32,000.00
B. TOTAL GRANT FUNDS EXPENDED	31,591.09
C. TOTAL GRANT FUNDS RECEIVED FROM STATE GOVERNMENT	
D. BALANCE	$ 408.91

I CERTIFY THAT ALL OF THE INFORMATION CONTAINED HEREIN IS CORRECT TO THE BEST OF MY KNOWLEDGE

SIGNATURE OF PROJECT DIRECTOR	DATE	SIGNATURE OF FISCAL OFFICER AUTHORIZED TO REPRESENT GRANTEE AGENCY	DATE

*Louisiana support for consultants at Hot Springs Bi-State Conference.

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LOUISIANA STATE DEPARTMENT OF EDUCATION
P. O. BOX 44064
BATON ROUGE, LOUISIANA 70804

DE FORM 514-D

TEACHER TRAINING PROJECT
ADULT EDUCATION PROGRAM
FINAL EXPENDITURE REPORT

CONTRACTOR OR GRANTEE (Name and address)

Grambling College
Grambling, LA 71245

INSTRUCTIONS: An original and three signed copies are to be submitted within thirty days following termination of the project.

MAIL TO
Louisiana State Department of Education
P. O. Box 44064
Baton Rouge, Louisiana 70804

FISCAL YEAR OF AWARD	CONTRACT OR GRANT NUMBER
1973-74	5-5198

PERIOD OF CONTRACT OR GRANT
From 9-15-73 To 4-30-74

PART I – EXPENDITURES	AMOUNT BUDGETED (a)	ACTUAL EXPENDITURES (b)	BALANCE (Col a minus Col b) (c)
A. DIRECT COSTS			
1. PERSONNEL SALARIES	$1,080.00		
A. PROJECT DIRECTOR	$ 880.00	$ 880.00	$ -0-
B. OTHER KEY PERSONNEL, IF ANY			
C. INSTRUCTIONAL STAFF AND COUNSELORS (No. Full Time ; No. Part Time)			
D. CONSULTANTS (No.)	150.00	150.00	-0-
E. SECRETARIAL AND CLERICAL (No.)	50.00	50.00	
F. OTHER SUPPORTING STAFF (No.)			
G. SUBTOTAL FOR PERSONNEL SALARIES	1,080.00	1,080.00	
2. OTHER DIRECT OPERATING COSTS			
A. EMPLOYMENT SERVICES AND BENEFITS	-0-	-0-	
B. TRAVEL	150.00	53.00	97.00
C. REQUIRED FEES, IF ANY			
D. COMMUNICATIONS COSTS (Telephone, postage fees, etc.)	25.00	13.47	11.53
E. SUPPLIES, PRINTING, AND PRINTED MATERIALS	245.00	353.53	(108.53)
F. EQUIPMENT (Rentals and purchases)	-0-		
G. RENTAL OF SPACE	-0-		
H. MINOR REMODELING OF SPACE	-0-		
I. UTILITIES AND CUSTODIAL SERVICES (If not included in any other item of this section and/or in indirect costs)	-0-		
J. SUBTOTAL – OTHER DIRECT OPERATING COSTS	420.00	420.00	-0-
3. PARTICIPANT SUPPORT (NO. RATE WEEKS)			
A. STIPENDS (X$ X)	-0-		
B. DEPENDENCY ALLOWANCE (X X)			
C. TRAVEL COSTS			
D. SUBTOTAL FOR PARTICIPANT SUPPORT			
4. TOTAL DIRECT COSTS (Sum of Lines 1G, 2J, 3D)	1,500.00	1,500.00	-0-
B. COST SHARING			
1. CONTRIBUTIONS OF GRANTEE	-0-		
2. CONTRIBUTIONS FROM OTHER SOURCES	-0-		
3. TOTAL COST SHARING	-0-		
C. TOTAL STATE DIRECT COSTS (Line A4 minus line B3)	-0-		
D. INDIRECT COSTS (Not to exceed 8 percent of Total State Direct Costs, Line C)	-0-		
E. TOTAL STATE FUNDS EXPENDED (Line C plus Line D)	$ 1,500.00	$ 1,500.00	$ -0-

PART II – CASH SUMMARY	
A. TOTAL AMOUNT OF GRANT	$ 1,500.00
B. TOTAL STATE GRANT FUNDS EXPENDED (Same as Part I, Line E, column b)	1,500.00
C. TOTAL GRANT FUNDS RECEIVED FROM STATE GOVERNMENT	1,500.00
D. BALANCE DUE CONTRACTOR OR GRANTEE AGENCY	$ -0-

I CERTIFY THAT ALL OF THE INFORMATION CONTAINED HEREIN IS CORRECT TO THE BEST OF MY KNOWLEDGE

SIGNATURE OF PROJECT DIRECTOR	DATE	SIGNATURE OF FISCAL OFFICER AUTHORIZED TO REPRESENT GRANTEE AGENCY	DATE
Alma Brown Smith	5-21-74	R Spearman	5-21-74

LOUISIANA STATE DEPARTMENT OF EDUCATION
P. O. BOX 44064
BATON ROUGE, LOUISIANA 70804

TEACHER TRAINING PROJECT
ADULT EDUCATION PROGRAM
FINAL EXPENDITURE REPORT

DE FORM 814-D

CONTRACTOR OR GRANTEE (Name and address)
Southern University, Shreveport
3050 Cooper Road
Shreveport, Louisiana 71107

INSTRUCTIONS: An original and three signed copies are to be submitted within thirty days following termination of the project.

MAIL TO:
Louisiana State Department of Education
P. O. Box 44064
Baton Rouge, Louisiana 70804

FISCAL YEAR OF AWARD: 1973-74
CONTRACT OR GRANT NUMBER:
PERIOD OF CONTRACT OR GRANT: From Sept. 1973 To May, 1974

PART I – EXPENDITURES	AMOUNT BUDGETED (a)	ACTUAL EXPENDITURES (b)	BALANCE (Col a minus Col b) (c)
A. DIRECT COSTS			
1. PERSONNEL SALARIES			
A. PROJECT DIRECTOR	$ 800.00	$ 800.00	$
B. OTHER KEY PERSONNEL, IF ANY			
C. INSTRUCTIONAL STAFF AND COUNSELORS (No. Full Time ; No. Part Time)			
D. CONSULTANTS (No.)	150.00	150.00	
E. SECRETARIAL AND CLERICAL (No.)	100.00	100.00	
F. OTHER SUPPORTING STAFF (No.)			
G. SUBTOTAL FOR PERSONNEL SALARIES	1050.00	1050.00	
2. OTHER DIRECT OPERATING COSTS			
A. EMPLOYMENT SERVICES AND BENEFITS (A&E)@ 12%	108.00	108.00	
B. TRAVEL	80.00	80.00	
C. REQUIRED FEES, IF ANY			
D. COMMUNICATIONS COSTS (Telephone, postage fees, etc.)	100.00	100.00	
E. SUPPLIES, PRINTING, AND PRINTED MATERIALS	162.00	162.00	
F. EQUIPMENT (Rentals and purchases)			
G. RENTAL OF SPACE			
H. MINOR REMODELING OF SPACE			
I. UTILITIES AND CUSTODIAL SERVICES (If not included in any other item of this section and/or in indirect costs)			
J. SUBTOTAL – OTHER DIRECT OPERATING COSTS	450.00	450.00	
3. PARTICIPANT SUPPORT (NO. RATE WEEKS)			
A. STIPENDS X$ X			
B. DEPENDENCY ALLOWANCE X X			
C. TRAVEL COSTS			
D. SUBTOTAL FOR PARTICIPANT SUPPORT			
4. TOTAL DIRECT COSTS (Sum of Lines 1G, 2J, 3D)			
B. COST SHARING			
1. CONTRIBUTIONS OF GRANTEE			
2. CONTRIBUTIONS FROM OTHER SOURCES			
3. TOTAL COST SHARING			
C. TOTAL STATE DIRECT COSTS (Line A4 minus line B3)			
D. INDIRECT COSTS (Not to exceed 8 percent of Total State Direct Costs, Line C)			
E. TOTAL STATE FUNDS EXPENDED (Line C plus Line D)	$ 1500.00	$ 1500.00	$

PART II – CASH SUMMARY	
A. TOTAL AMOUNT OF GRANT	$
B. TOTAL STATE GRANT FUNDS EXPENDED (Same as Part I, Line E, column b)	
C. TOTAL GRANT FUNDS RECEIVED FROM STATE GOVERNMENT	
D. BALANCE DUE CONTRACTOR OR GRANTEE AGENCY	$

I CERTIFY THAT ALL OF THE INFORMATION CONTAINED HEREIN IS CORRECT TO THE BEST OF MY KNOWLEDGE

SIGNATURE OF PROJECT DIRECTOR	DATE	SIGNATURE OF FISCAL OFFICER AUTHORIZED TO REPRESENT GRANTEE AGENCY	DATE
Selby S. Collins	5-28-74	[signature]	5-28-74

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LOUISIANA STATE DEPARTMENT OF EDUCATION
P. O. BOX 44064
BATON ROUGE, LOUISIANA 70804

TEACHER TRAINING PROJECT
ADULT EDUCATION PROGRAM
FINAL EXPENDITURE REPORT

DE FORM 514-D

CONTRACTOR OR GRANTEE (Name and address)
Louisiana Tech University
College of Education
Ruston, LA 71270

FISCAL YEAR OF AWARD: 1973-74
CONTRACT OR GRANT NUMBER:

PERIOD OF CONTRACT OR GRANT
From 3-13-74 To 5-15-74

INSTRUCTIONS: An original and three signed copies are to be submitted within thirty days following termination of the project.

MAIL TO:
Louisiana State Department of Education
P. O. Box 44064
Baton Rouge, Louisiana 70804

PART I – EXPENDITURES	AMOUNT BUDGETED (a)	ACTUAL EXPENDITURES (b)	BALANCE (Col a minus Col b) (c)
A. DIRECT COSTS			
1. PERSONNEL SALARIES			
A. PROJECT DIRECTOR	$	$	$
B. OTHER KEY PERSONNEL, IF ANY			
C. INSTRUCTIONAL STAFF AND COUNSELORS (No. Full Time ; No. Part Time)	1,445.35	1,407.67	37.68
D. CONSULTANTS (No.)			
E. SECRETARIAL AND CLERICAL (No.)			
F. OTHER SUPPORTING STAFF (No.)			
G. SUBTOTAL FOR PERSONNEL SALARIES	1,445.35	1,407.67	37.68
2. OTHER DIRECT OPERATING COSTS			
A. EMPLOYMENT SERVICES AND BENEFITS	101.17	105.57	- 4.40
B. TRAVEL			
C. REQUIRED FEES, IF ANY			
D. COMMUNICATIONS COSTS (Telephone, postage fees, etc.)			
E. SUPPLIES, PRINTING, AND PRINTED MATERIALS	144.00	145.41	- 1.41
F. EQUIPMENT (Rentals and purchases)			
G. RENTAL OF SPACE			
H. MINOR REMODELING OF SPACE			
I. UTILITIES AND CUSTODIAL SERVICES (If not included in any other item of this section and/or in indirect costs)			
J. SUBTOTAL – OTHER DIRECT OPERATING COSTS	245.17	250.98	- 5.81
3. PARTICIPANT SUPPORT (NO. RATE WEEKS)			
A. STIPENDS (X$ X)			
B. DEPENDENCY ALLOWANCE (X X)			
C. TRAVEL COSTS			
D. SUBTOTAL FOR PARTICIPANT SUPPORT			
4. TOTAL DIRECT COSTS (Sum of Lines 1G, 2J, 3D)	1,690.52	1,658.65	31.87
B. COST SHARING			
1. CONTRIBUTIONS OF GRANTEE			
2. CONTRIBUTIONS FROM OTHER SOURCES			
3. TOTAL COST SHARING			
C. TOTAL STATE DIRECT COSTS (Line A4 minus line B3)			
D. INDIRECT COSTS (Not to exceed 8 percent of Total State Direct Costs, Line C)			
E. TOTAL STATE FUNDS EXPENDED (Line C plus Line D)	$ 1,690.52	$ 1,658.65	$ 31.87

PART II – CASH SUMMARY	
A. TOTAL AMOUNT OF GRANT	$
B. TOTAL STATE GRANT FUNDS EXPENDED (Same as Part I, Line E, column b)	
C. TOTAL GRANT FUNDS RECEIVED FROM STATE GOVERNMENT	
D. BALANCE DUE CONTRACTOR OR GRANTEE AGENCY	$

I CERTIFY THAT ALL OF THE INFORMATION CONTAINED HEREIN IS CORRECT TO THE BEST OF MY KNOWLEDGE

SIGNATURE OF PROJECT DIRECTOR	DATE	SIGNATURE OF FISCAL OFFICER AUTHORIZED TO REPRESENT GRANTEE AGENCY	DATE
Donald R. Nelson		Jim Brumett	6-21-74

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VA. Tech

FINAL REPORT OF EXPENDITURES
FOR ADULT EDUCATION COURSE
FALL QUARTER - 1973

	BUDGET	EXPENDITURES	UNEXPENDED
INSTRUCTION	$ 1,450.00	$ 1,450.00	$
EMPLOYEE BENEFITS	108.75	108.75	
SUPPLIES	144.00	132.67 *	11.33
	$ 1,702.75	$ 1,691.42	$ 11.33

* Attached are copies of invoices identifying supplies purchased for use in the adult education course. A check for the unexpended balance ($11.33) is enclosed.

Donald R. Nelson, Project Director

B. J. Collinsworth, Dean
College of Education

J. S. Drewett, Budget Officer

DATE: May 2, 1974

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LOUISIANA STATE DEPARTMENT OF EDUCATION
P. O. BOX 44064
BATON ROUGE, LOUISIANA 70804

TEACHER TRAINING PROJECT
ADULT EDUCATION PROGRAM
FINAL EXPENDITURE REPORT

DE FORM 814-D

CONTRACTOR OR GRANTEE (Name and address)

Southeastern Louisiana University
Hammond, Louisiana 70401

INSTRUCTIONS: An original and three signed copies are to be submitted within thirty days following termination of the project.

MAIL TO:
Louisiana State Department of Education
P. O. Box 44064
Baton Rouge, Louisiana 70804

FISCAL YEAR OF AWARD	CONTRACT OR GRANT NUMBER
1973-74	

PERIOD OF CONTRACT OR GRANT
From 1-7-74 To 5-31-74

PART I – EXPENDITURES	AMOUNT BUDGETED (a)	ACTUAL EXPENDITURES (b)	BALANCE (Col a minus Col b) (c)
A. DIRECT COSTS			
1. PERSONNEL SALARIES			
A. PROJECT DIRECTOR	$	$	$
B. OTHER KEY PERSONNEL, IF ANY			
C. INSTRUCTIONAL STAFF AND COUNSELORS (No. Full Time ; No. Part Time)	850.00	850.00	00.00
D. CONSULTANTS (No.)			
E. SECRETARIAL AND CLERICAL (No.)			
F. OTHER SUPPORTING STAFF (No.)			
G. SUBTOTAL FOR PERSONNEL SALARIES			
2. OTHER DIRECT OPERATING COSTS			
A. EMPLOYMENT SERVICES AND BENEFITS	85.00	63.75	21.25
B. TRAVEL	319.00	242.28	76.72
C. REQUIRED FEES, IF ANY			
D. COMMUNICATIONS COSTS (Telephone, postage fees, etc.)			
E. SUPPLIES, PRINTING, AND PRINTED MATERIALS	246.00	245.97	.03
F. EQUIPMENT (Rentals and purchases)			
G. RENTAL OF SPACE			
H. MINOR REMODELING OF SPACE			
I. UTILITIES AND CUSTODIAL SERVICES (If not included in any other item of this section and/or in indirect costs)			
J. SUBTOTAL – OTHER DIRECT OPERATING COSTS			
3. PARTICIPANT SUPPORT (NO. RATE WEEKS)			
A. STIPENDS (X$ X)			
B. DEPENDENCY ALLOWANCE (X X)			
C. TRAVEL COSTS			
D. SUBTOTAL FOR PARTICIPANT SUPPORT			
4. TOTAL DIRECT COSTS (Sum of Lines 1G, 2J, 3D)			
B. COST SHARING			
1. CONTRIBUTIONS OF GRANTEE			
2. CONTRIBUTIONS FROM OTHER SOURCES			
3. TOTAL COST SHARING			
C. TOTAL STATE DIRECT COSTS (Line A4 minus line B3)			
D. INDIRECT COSTS (Not to exceed 8 percent of Total State Direct Costs, Line C)			
E. TOTAL STATE FUNDS EXPENDED (Line C plus Line D)	$1,500.00	$1,402.00	$98.00

PART II – CASH SUMMARY	
A. TOTAL AMOUNT OF GRANT	$
B. TOTAL STATE GRANT FUNDS EXPENDED (Same as Part I, Line E, column b)	
C. TOTAL GRANT FUNDS RECEIVED FROM STATE GOVERNMENT	
D. BALANCE DUE CONTRACTOR OR GRANTEE AGENCY	$

I CERTIFY THAT ALL OF THE INFORMATION CONTAINED HEREIN IS CORRECT TO THE BEST OF MY KNOWLEDGE

SIGNATURE OF PROJECT DIRECTOR	DATE	SIGNATURE OF FISCAL OFFICER AUTHORIZED TO REPRESENT GRANTEE AGENCY	DATE
Eugene Sullivan Auditor	5/22/74	Walter Britton Director	5/22/74

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LOUISIANA STATE DEPARTMENT OF EDUCATION
P. O. BOX 44064
BATON ROUGE, LOUISIANA 70804

DE FORM 514-D

CONTRACTOR OR GRANTEE (Name and address)
McNeese State University

TEACHER TRAINING PROJECT
ADULT EDUCATION PROGRAM
FINAL EXPENDITURE REPORT

INSTRUCTIONS: An original and three signed copies are to be submitted within thirty days following termination of the project.

MAIL TO:
Louisiana State Department of Education
P. O. Box 44064
Baton Rouge, Louisiana 70804

FISCAL YEAR OF AWARD: 1973-74
CONTRACT OR GRANT NUMBER:
PERIOD OF CONTRACT OR GRANT: From 1/1/74 To 4/30/74

PART I – EXPENDITURES	AMOUNT BUDGETED (a)	ACTUAL EXPENDITURES (b)	BALANCE (Col a minus Col b)
A. DIRECT COSTS			
1. PERSONNEL SALARIES			
A. PROJECT DIRECTOR	$	$	$
B. OTHER KEY PERSONNEL, IF ANY			
C. INSTRUCTIONAL STAFF AND COUNSELORS (No. Full Time ; No. Part Time 2)	750.00	750.00	
D. CONSULTANTS (No.)			
E. SECRETARIAL AND CLERICAL (No.)			
F. OTHER SUPPORTING STAFF (No.)			
G. SUBTOTAL FOR PERSONNEL SALARIES	750.00	750.00	
2. OTHER DIRECT OPERATING COSTS			
A. EMPLOYMENT SERVICES AND BENEFITS	56.25	56.25	
B. TRAVEL			
C. REQUIRED FEES, IF ANY			
D. COMMUNICATIONS COSTS (Telephone, postage fees, etc.)			
E. SUPPLIES, PRINTING, AND PRINTED MATERIALS	693.75	683.74	10.01
F. EQUIPMENT (Rentals and purchases)			
G. RENTAL OF SPACE			
H. MINOR REMODELING OF SPACE			
I. UTILITIES AND CUSTODIAL SERVICES (If not included in any other item of this section and/or in indirect costs)			
J. SUBTOTAL – OTHER DIRECT OPERATING COSTS	750.00	739.99	10.01
3. PARTICIPANT SUPPORT (NO. RATE WEEKS)			
A. STIPENDS X$ X			
B. DEPENDENCY ALLOWANCE X X			
C. TRAVEL COSTS			
D. SUBTOTAL FOR PARTICIPANT SUPPORT			
4. TOTAL DIRECT COSTS (Sum of Lines 1G, 2J, 3D)	1,500.00	1,489.99	10.01
B. COST SHARING			
1. CONTRIBUTIONS OF GRANTEE			
2. CONTRIBUTIONS FROM OTHER SOURCES			
3. TOTAL COST SHARING			
C. TOTAL STATE DIRECT COSTS (Line A4 minus line B3)			
D. INDIRECT COSTS (Not to exceed 8 percent of Total State Direct Costs, Line C)			
E. TOTAL STATE FUNDS EXPENDED (Line C plus Line D)	$	$	$

PART II – CASH SUMMARY	
A. TOTAL AMOUNT OF GRANT	$
B. TOTAL STATE GRANT FUNDS EXPENDED (Same as Part I, Line E, column b)	
C. TOTAL GRANT FUNDS RECEIVED FROM STATE GOVERNMENT	
D. BALANCE DUE CONTRACTOR OR GRANTEE AGENCY	$

I CERTIFY THAT ALL OF THE INFORMATION CONTAINED HEREIN IS CORRECT TO THE BEST OF MY KNOWLEDGE

SIGNATURE OF PROJECT DIRECTOR	DATE	SIGNATURE OF FISCAL OFFICER AUTHORIZED TO REPRESENT GRANTEE AGENCY	DATE
Stanley J. LeJeune	5/30/74		5/30/74

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LOUISIANA STATE DEPARTMENT OF EDUCATION
P. O. BOX 44064
BATON ROUGE, LOUISIANA 70804

DE FORM 514-D

CONTRACTOR OR GRANTEE (Name and address)

TEACHER TRAINING PROJECT
ADULT EDUCATION PROGRAM
FINAL EXPENDITURE REPORT

INSTRUCTIONS: An original and three signed copies are to be submitted within thirty days following termination of the project.

MAIL TO:
Louisiana State Department of Education
P. O. Box 44064
Baton Rouge, Louisiana 70804

REVISED

FISCAL YEAR OF AWARD	CONTRACT OR GRANT NUMBER
1973-74	

PERIOD OF CONTRACT OR GRANT
From January 1974 to May 31, 1974

PART I – EXPENDITURES	AMOUNT BUDGETED (a)	ACTUAL EXPENDITURES (b)	BALANCE (Col a minus Col b) (c)
A. DIRECT COSTS			
1. PERSONNEL SALARIES			
A. PROJECT DIRECTOR	$	$	$
B. OTHER KEY PERSONNEL, IF ANY			
C. INSTRUCTIONAL STAFF AND COUNSELORS (No. Full Time ; No. Part Time 1)	800.00	800.00	- 0 -
D. CONSULTANTS (No.)			
E. SECRETARIAL AND CLERICAL (No.)			
F. OTHER SUPPORTING STAFF (No.)			
G. SUBTOTAL FOR PERSONNEL SALARIES	800.00	800.00	- 0 -
2. OTHER DIRECT OPERATING COSTS			
A. EMPLOYMENT SERVICES AND BENEFITS	80.00	80.00	- 0 -
B. TRAVEL			
C. REQUIRED FEES, IF ANY			
D. COMMUNICATIONS COSTS (Telephone, postage fees, etc.)			
E. SUPPLIES, PRINTING, AND PRINTED MATERIALS	620.00	616.91	3.09
F. EQUIPMENT (Rentals and purchases)			
G. RENTAL OF SPACE			
H. MINOR REMODELING OF SPACE			
I. UTILITIES AND CUSTODIAL SERVICES (If not included in any other item of this section and/or in indirect costs)			
J. SUBTOTAL – OTHER DIRECT OPERATING COSTS	620.00	616.91	3.09
3. PARTICIPANT SUPPORT (NO. RATE WEEKS)			
A. STIPENDS X$ X			
B. DEPENDENCY ALLOWANCE X X			
C. TRAVEL COSTS			
D. SUBTOTAL FOR PARTICIPANT SUPPORT			
4. TOTAL DIRECT COSTS (Sum of Lines 1G, 2J, 3D)	1,500.00	1,496.91	3.09
B. COST SHARING			
1. CONTRIBUTIONS OF GRANTEE			
2. CONTRIBUTIONS FROM OTHER SOURCES			
3. TOTAL COST SHARING			
C. TOTAL STATE DIRECT COSTS (Line A4 minus line B3)			
D. INDIRECT COSTS (Not to exceed 8 percent of Total State Direct Costs, Line C)			
E. TOTAL STATE FUNDS EXPENDED (Line C plus Line D)	$	$	$

PART II – CASH SUMMARY	
A. TOTAL AMOUNT OF GRANT	$ 1,500.00
B. TOTAL STATE GRANT FUNDS EXPENDED (Same as Part I, Line E, column b)	1,496.91
C. TOTAL GRANT FUNDS RECEIVED FROM STATE GOVERNMENT	
D. BALANCE DUE CONTRACTOR OR GRANTEE AGENCY	$ 3.09

I CERTIFY THAT ALL OF THE INFORMATION CONTAINED HEREIN IS CORRECT TO THE BEST OF MY KNOWLEDGE

SIGNATURE OF PROJECT DIRECTOR	DATE	SIGNATURE OF FISCAL OFFICER AUTHORIZED TO REPRESENT GRANTEE AGENCY	DATE
Louis B Roth Jr.	6/25/74	[signature]	6/25/74

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EXPENDITURE REPORT FOR READING COURSE

Institution Southern University

Item	Amount Budgeted	Amount Expended
Salary & Wages*		
Project Director	$ 1,000.00	1,000.00
Instructional	-0-	-0-
Secretarial	350.00	350.00
Consultants	-0-	-0-

*Attach a sheet giving persons name, duties performed and time spent on the project.

Travel	-0-	-0-

Attach a sheet giving who traveled, and a list of trips giving total round trip mileage claimed and per diem and purpose of trip.

Communications	50.00	50.00

Attach invoices for postage and/or list telephone calls.

Supplies	100.00	100.00

Attach invoices for supplies purchased.

Employment Benefits	-0-	-0-

Explain how employment benefits were computed.

Equipment	-0-	-0-

Attach invoices for equipment rental. No equipment is approved for purchase.

TOTAL	$ 1,500.00	$ 1,500.00

Adley Walker, Director

Signature of Person Certifying this Report

Betty Spears, Accountant

EXPENDITURE REPORT FOR READING COURSE

Institution Nicholls State University

Item	Amount Budgeted	Amount Expended
Salary & Wages*		
Project Director - - - -	$500.00	$500.00
Instructional- - - - - -		
Secretarial- - - - - - -		
Consultants- - - - - - -		

*Attach a sheet giving persons name, duties performed and time spent on the project.

Travel - - - - - - - - - - -	-0-	-0-

Attach a sheet giving who traveled, and a list of trips giving total round trip mileage claimed and per diem and purpose of trip.

Communications - - - - - - -	100.00	-0-

Attach invoices for postage and/or list telephone calls.

Supplies - - - - - - - - - -	600.00	598.56

Attach invoices for supplies purchased.

Employment Benefits- - - -	100.00	37.50

Explain how employment benefits were computed.

Equipment- - - - - - - - - -	200.00	-0-

Attach invoices for equipment rental. No equipment is approved for purchase.

TOTAL	$1,500.00	$1,136.06

Maurice A. Arceneaux

Signature of Person Certifying this Report

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LOUISIANA STATE DEPARTMENT OF EDUCATION
P. O. BOX 44064
BATON ROUGE, LOUISIANA 70804

TEACHER TRAINING PROJECT
ADULT EDUCATION PROGRAM
FINAL EXPENDITURE REPORT

DE FORM 514-D

CONTRACTOR OR GRANTEE (Name and address)
Southern University-N.O.
Baton Rouge, LA 70813

INSTRUCTIONS: An original and three signed copies are to be submitted within thirty days following termination of the project.

MAIL TO
Louisiana State Department of Education
P. O. Box 44064
Baton Rouge, Louisiana 70804

FISCAL YEAR OF AWARD: 73-74
CONTRACT OR GRANT NUMBER: 26-1642-4663
PERIOD OF CONTRACT OR GRANT: From 1/19/74 To 5/18/74

PART I – EXPENDITURES	AMOUNT BUDGETED (a)	ACTUAL EXPENDITURES (b)	BALANCE (Col a minus Col b)
A. DIRECT COSTS			
1. PERSONNEL SALARIES			
A. PROJECT DIRECTOR	$	$	$
B. OTHER KEY PERSONNEL, IF ANY			
C. INSTRUCTIONAL STAFF AND COUNSELORS (No. Full Time ; No. Part Time)	1,000.00	1,000.00	-0-
D. CONSULTANTS (No.)			
E. SECRETARIAL AND CLERICAL (No.)			
F. OTHER SUPPORTING STAFF (No.)			
G. SUBTOTAL FOR PERSONNEL SALARIES			
2. OTHER DIRECT OPERATING COSTS			
A. EMPLOYMENT SERVICES AND BENEFITS	58.00	58.00	-0-
B. TRAVEL	70.00	303.58	233.58
C. REQUIRED FEES, IF ANY			
D. COMMUNICATIONS COSTS (Telephone, postage fees, etc.)	50.00	50.00	-0-
E. SUPPLIES, PRINTING, AND PRINTED MATERIALS	322.00	88.42	(233.58)
F. EQUIPMENT (Rentals and purchases)			
G. RENTAL OF SPACE			
H. MINOR REMODELING OF SPACE			
I. UTILITIES AND CUSTODIAL SERVICES (If not included in any other item of this section and/or in indirect costs)			
J. SUBTOTAL – OTHER DIRECT OPERATING COSTS			
3. PARTICIPANT SUPPORT (NO. RATE WEEKS)			
A. STIPENDS XX X			
B. DEPENDENCY ALLOWANCE X X			
C. TRAVEL COSTS			
D. SUBTOTAL FOR PARTICIPANT SUPPORT			
4. TOTAL DIRECT COSTS (Sum of Lines 1G, 2J, 3D)			
B. COST SHARING			
1. CONTRIBUTIONS OF GRANTEE			
2. CONTRIBUTIONS FROM OTHER SOURCES			
3. TOTAL COST SHARING			
C. TOTAL STATE DIRECT COSTS (Line A4 minus line B3)			
D. INDIRECT COSTS (Not to exceed 8 percent of Total State Direct Costs, Line C)			
E. TOTAL STATE FUNDS EXPENDED (Line C plus Line D)	$ 1,500.00	$ 1,500.00	$ -0-

PART II – CASH SUMMARY	
A. TOTAL AMOUNT OF GRANT	$ 1,500.00
B. TOTAL STATE GRANT FUNDS EXPENDED (Same as Part I, Line E, column b)	1,500.00
C. TOTAL GRANT FUNDS RECEIVED FROM STATE GOVERNMENT	,500.00
D. BALANCE DUE CONTRACTOR OR GRANTEE AGENCY	$ -0-

I CERTIFY THAT ALL OF THE INFORMATION CONTAINED HEREIN IS CORRECT TO THE BEST OF MY KNOWLEDGE

SIGNATURE OF PROJECT DIRECTOR	DATE	SIGNATURE OF FISCAL OFFICER AUTHORIZED TO REPRESENT GRANTEE AGENCY	DATE
Jorgensen Fuller	10/19/74	Elton E. White	10/16/74

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LOUISIANA STATE DEPARTMENT OF EDUCATION
P. O. BOX 44064
BATON ROUGE, LOUISIANA 70804

DE FORM 514-D

TEACHER TRAINING PROJECT
ADULT EDUCATION PROGRAM
FINAL EXPENDITURE REPORT

CONTRACTOR OR GRANTEE (Name and address)

Northeast Louisiana University
Monroe, Louisiana 71201

INSTRUCTIONS: An original and three signed copies are to be submitted within thirty days following termination of the project.

MAIL TO
Louisiana State Department of Education
P. O. Box 44064
Baton Rouge, Louisiana 70804

FISCAL YEAR OF AWARD	CONTRACT OR GRANT NUMBER
1974	90-1Y 73-01

PERIOD OF CONTRACT OR GRANT
From 1/14/74 To 5/16/74

PART I – EXPENDITURES	AMOUNT BUDGETED (a)	ACTUAL EXPENDITURES (b)	BALANCE (Col a minus Col b) (c)
A. DIRECT COSTS			
1. PERSONNEL SALARIES			
A. PROJECT DIRECTOR	$	$	$
B. OTHER KEY PERSONNEL, IF ANY			
C. INSTRUCTIONAL STAFF AND COUNSELORS (No. Full Time ; No. Part Time)	1,160.00	1,160.00	
D. CONSULTANTS (No.)			
E. SECRETARIAL AND CLERICAL (No.)			
F. OTHER SUPPORTING STAFF (No.)			
G. SUBTOTAL FOR PERSONNEL SALARIES			
2. OTHER DIRECT OPERATING COSTS			
A. EMPLOYMENT SERVICES AND BENEFITS	116.00	116.00	
B. TRAVEL			
C. REQUIRED FEES, IF ANY			
D. COMMUNICATIONS COSTS (Telephone, postage fees, etc.)			
E. SUPPLIES, PRINTING, AND PRINTED MATERIALS	224.00	224.00	
F. EQUIPMENT (Rentals and purchases)			
G. RENTAL OF SPACE			
H. MINOR REMODELING OF SPACE			
I. UTILITIES AND CUSTODIAL SERVICES (If not included in any other item of this section and/or in indirect costs)			
J. SUBTOTAL – OTHER DIRECT OPERATING COSTS			
3. PARTICIPANT SUPPORT (NO. RATE WEEKS)			
A. STIPENDS X$ X			
B. DEPENDENCY ALLOWANCE X X			
C. TRAVEL COSTS			
D. SUBTOTAL FOR PARTICIPANT SUPPORT			
4. TOTAL DIRECT COSTS (Sum of Lines 1G, 2J, 3D)			
B. COST SHARING			
1. CONTRIBUTIONS OF GRANTEE			
2. CONTRIBUTIONS FROM OTHER SOURCES			
3. TOTAL COST SHARING			
C. TOTAL STATE DIRECT COSTS (Line A4 minus line B3)			
D. INDIRECT COSTS (Not to exceed 8 percent of Total State Direct Costs, Line C)			
E. TOTAL STATE FUNDS EXPENDED (Line C plus Line D)	$ 1,500.00	$ 1,500.00	$

PART II – CASH SUMMARY	
A. TOTAL AMOUNT OF GRANT	$
B. TOTAL STATE GRANT FUNDS EXPENDED (Same as Part I, Line E, column b)	
C. TOTAL GRANT FUNDS RECEIVED FROM STATE GOVERNMENT	
D. BALANCE DUE CONTRACTOR OR GRANTEE AGENCY	$

I CERTIFY THAT ALL OF THE INFORMATION CONTAINED HEREIN IS CORRECT TO THE BEST OF MY KNOWLEDGE

SIGNATURE OF PROJECT DIRECTOR	DATE	SIGNATURE OF FISCAL OFFICER AUTHORIZED TO REPRESENT GRANTEE AGENCY	DATE
B Madoni	5-17-74	Rose J Miller	5-19-74

Comptroller's Voucher No.	Fund No.	Dept. No.	Appropriation No.
		721	

Expenditure Account No.

Comptroller's		Departmental	
Account No.	Amount	Account No.	Amount

FORM B-1.01
REV. 9/73
ART. 4344a R.C.S.

STATE OF TEXAS
PURCHASE VOUCHER
(For Purchases and Services other than Personal)

Pay to University of Southwestern Louisiana

Address P. O. Box 3370 USL

City & State Lafayette, LA Zip Code 70501

State Agency THE UNIVERSITY OF TEXAS AT AUSTIN
AUSTIN, TEXAS

Board of Control Order No. | Date of Order | NONE (U. of T. Order Number)

Payee References Date Departmental Voucher No.

U. of T. Acct. No. Dept. and Title: Industrial and Business Training Bureau
26-1842-4663--Grant OEG-0-72-1443--Sub-Contracts

DELIVERY DATE	DESCRIPTION OF ARTICLES OR SERVICES	QUANTITY	UNIT	UNIT PRICE	AMO
5-31-74	Secretarial and Clerical services in connection with the Region VI Staff Development Project at the University of Southwestern Louisiana, Lafayette, Louisiana				$4,61
	Louisiana Employment Contributions				29
	Total				$4,90

6/10/74
Date Check Mailed

Cash Discount ____ %

VENDOR CERTIFICATION OR AFFIDAVIT WHEN REQUIRED BY LAW

CERTIFICATION

I, Ovey Hargrave, Jr. DO HEREBY CERTIFY THAT I AM Business Manager & Comptroller (TITLE OF PERSON CERTIFYING) AND THAT I AM DULY AUTHORIZED TO MAKE THIS CERTIFICATION FOR AND ON BEHALF OF University of Southwestern Louisiana (NAME OF PAYEE COMPANY/CLAIMANT)

I FURTHER CERTIFY THAT THE ATTACHED INVOICE IS CORRECT AND THAT IT CORRESPONDS IN EVERY PARTICULAR WITH THE SUPPLIES AND/OR SERVICES CONTRACTED FOR. I FURTHER CERTIFY THAT THE ACCOUNT IS TRUE, CORRECT, AND UNPAID.

(SIGNATURE)

AFFIDAVIT

SWORN TO BEFORE ME THIS ____ DAY OF ____ 19____

NOTARY PUBLIC ____ COUNTY ____ STATE

AGENCY CERTIFICATION--

I CERTIFY THAT THE ABOVE SERVICES WERE RENDERED, OR GOODS RECEIVED; A
THAT THEY CORRESPOND IN EVERY PARTICULAR WITH THE CONTRACT UNDER WHI
THEY WERE PROCURED AND THAT THE INVOICE IS TRUE, AND UNPAID.

NAME FOR DEPT.

NAME FOR DIRECTOR OF ACCOUNTING

DATE APPROVED FOR PAYMENT ____ 19____

NAME FOR CHIEF BUSINESS OFFICER

NAME

PRICES ABOVE ARE APPROVED

BOARD OF CONTROL

Extension Teaching and Field Service Bureau
Division of Extension
The University of Texas at Austin
Extension Building 201
Austin, Texas 78712

PROFESSIONAL SERVICES

NAME (Mrs.) Channa M. Grove

HOME ADDRESS 324 Magnolia (Street & Number) New Iberia, Louisiana (Town, State) 70560 (Zip Code)

OFFICE ADDRESS P.O. Box 3370 USL (University College)

Lafayette, LA 70501

SOCIAL SECURITY NUMBER 439-84-9357

HOME TELEPHONE NUMBER 364-0366 (Number) 318 (Area Code)

Honorarium _____

Travel _____

Per Diem _____

Meals _____

Other Expenses Secretarial: Nov. 4, 1973-May 31, 1974

Total Payment $1,196.80

For professional services follows: Typist clerk duties of Adult Education Grant. Type correspondence, proposals, purchase req., Travel expense forms, etc.; aid in arrangement of conferences, workshops; route calls, keep books on Adult Education. (For breakdown of payments, see attachment).

Extension Teaching and Field Service Bureau
Division of Extension
The University of Texas at Austin
Extension Building 201
Austin, Texas 78712

PROFESSIONAL SERVICES

NAME Marla Sere (Mrs.)

HOME ADDRESS _____
Street & Number Town State Zip Code

OFFICE ADDRESS P. O. Box 3370 USL (University College)

Lafayette, LA

SOCIAL SECURITY NUMBER 437-88-1370

HOME TELEPHONE NUMBER _____
Number Area Code

Honorarium _____

Travel _____

Per Diem _____

Meals _____

Other Expenses Secretarial: (420.00 per month)
Pay for months May 1, 1973-August 31, 1973)

Total Payment $1711.26

For professional services as follows: Steno Clerk duties for the University of Texas Grant at University of Southwestern Louisiana, for Louisiana Adult Education Staff Development Project. (For Breakdown of payments - see attachment)

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Comptroller's Voucher No	Fund No.	Dept. No.	Appropriation No.
		721	

Expenditure Account No.

Comptroller's		Departmental	
nt No.	Amount	Account No.	Amount

Form 6-1.01
Rev. 2-1-60
Art. 4344b R.C.S.

U. of T. Date and Voc. No

STATE OF TEXAS
PURCHASE VOUCHER

(For Purchases and Services other than Personal)

AMOUNT

Pay to University of Southwestern Louisiana

Address P.O. Box 3370 USL Station, c/o Louis Roth

Payees References Lafayette, LA 70501 Date

State Agency THE UNIVERSITY OF TEXAS AT AUSTIN
AUSTIN, TEXAS

Board of Control Order No. | Date of Order | NONE (U. of T. Order Number)

Departmental Voucher No.

Industrial and Business Training Bureau
26-1842-4663--Grant OEG-0-72-1443--Sub-Contracts

LIVERY DATE	DESCRIPTION OF ARTICLES OR SERVICES	QUANTITY	UNIT PRICE	AMOUNT
	Costs for support of minor degree programs in adult education in connection with the Region VI Staff Development Project at the University of Southwestern Louisiana, Lafayette, Louisiana.			$996.00

2/20/74
ate Check Mailed

Cash Discount _____%

NDOR CERTIFICATION OR AFFIDAVIT WHEN REQUIRED BY LAW

CERTIFICATION

Ovey Hargrave, Jr. DO

EBY CERTIFY THAT I AM Business Manager & Comptroller
(TITLE OF PERSON CERTIFYING)

THAT I AM DULY AUTHORIZED TO MAKE THIS CERTIFICATION FOR AND ON
ALF OF University of Southwestern Louisiana
(NAME OF PAYEE COMPANY/CLAIMANT)

URTHER CERTIFY THAT THE ATTACHED INVOICE IS CORRECT AND THAT IT COR-
SPONDS IN EVERY PARTICULAR WITH THE SUPPLIES AND/OR SERVICES CON-
CTED FOR. I FURTHER CERTIFY THAT THE ACCOUNT IS TRUE, CORRECT, AND
PAID.

Ovey Hargrave
(SIGNATURE)

AFFIDAVIT

ORN TO BEFORE ME THIS 6th DAY OF February 19 74

TARY PUBLIC
COUNTY STATE

1. For State Comptroller

AGENCY CERTIFICATION—

I CERTIFY THAT THE ABOVE SERVICES WERE RENDERED, OR GOODS RECEIVED, AND THAT THEY CORRESPOND IN EVERY PARTICULAR WITH THE CONTRACT UNDER WHICH THEY WERE PROCURED AND THAT THE INVOICE IS TRUE, AND UNPAID.

NAME FOR DEPT.

NAME FOR DIRECTOR OF ACCOUNTING

DATE APPROVED FOR PAYMENT _____ 19____

NAME CHAIRMAN OF BOARD OF REGENTS

NAME SECRETARY OF BOARD OF REGENTS

PRICES ABOVE ARE APPROVED

BY 168
BOARD OF CONTROL